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Department
Assistance
Bureau

Training Unit

(617) 727-5000 x 25303

Office of the Comptroller

Massachusetts Management Accounting Reporting System (MMARS)

GOVERNMENT DOCUMENTS
COLLECTION
APR 19 1999
University of Massachusetts
Depository Copy

Introduction to MMARS I
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INTRODUCTION TO MMARS - PART 1

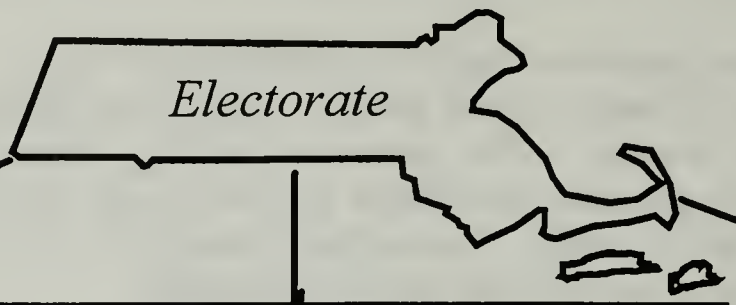
When the Governor approves the final state budget in July he completes a process of planning and negotiating which began a year earlier. The process begins when state departments develop an outline of their needs. After numerous hearings, debates and negotiations involving the administration, the legislative committees and the media, the final budget emerges as the state's blueprint for the year's funding. The budget information is then uploaded into the Massachusetts Management Accounting Reporting System (MMARS).

The Massachusetts Management, Accounting and Reporting System (MMARS) is a complete financial management system specifically designed to support the financial functions performed by the Commonwealth. In addition to the standard accounting functions of accounts payable, accounts receivable, and general ledgers, MMARS also performs the specialized functions of encumbrance control, fund accounting, and grants management. Using data provided by its users, MMARS maintains a financial database from which many standard reports can be produced, some in full detail and others at a summary level.

MMARS is a centralized, financial, database system used by all departments throughout the Commonwealth and accessed via the computer. Commonweallth employees complete budgeting and accounting tasks, by entering information in MMARS using table and document screens. The information that is entered is *processed* by MMARS (i.e. checked for errors and either *rejected* if errors are found or *accepted* and recorded in the MMARS database). In addition, information can be reviewed by departments to help make policy or planning decisions. Information is entered into MMARS *on-line* (in other words, logged on to the MMARS main-frame computer from a PC).

MMARS uses information from both tables and documents to process data and record financial events. Tables are used to add information to MMARS or can be used to reference information. For example, the Vendor table contains information about vendors from whom a department may purchase goods and services. When a department records a purchase from a particular vendor, MMARS consults the Vendor table to ensure that the same name, address, and code for the vendor are correct. Documents are typically more extensive than tables. The Purchase Order document includes information about the vendor from whom the purchase will be made (which comes from the Vendor table), the Department which will be funding the purchase (from the Department table), and the fund from which the money will be taken (from the Fund table). Documents are also more extensive because the information on them often needs to be calculated and checked. For a Purchase Order document, the cost of each item that will be purchased is added together to derive the total dollar amount that will be needed. Finally, because documents reflect financial events they sometimes need to be approved before the information on them is recorded in the MMARS database. Departments can choose to have MMARS process the information while on-line, to check for errors so that for immediate corrections and get the information accepted into the MMARS database.

Hierarchy of State Government



Legislative Branch

House of Representatives
Senate
Joint Legislature

Executive Branch

Governor
Lieutenant Governor
Governor's Council
Executive Council
Inspector General
Attorney General
Office of the Comptroller
State Auditor
State Secretary
State Treasurer
Campaign and Political Finance
District Attorneys
Ethics Committee
Disabled Person Protection Committee
Independent Offices and Commissions

Judicial Branch

Supreme Judicial Court
Appeals Court
Trial Court
Board of Bar Examiners
Judicial Conduct Commission
Committee for Public Counsel
Mental Health Legal Advisors

State Agencies

Adminstration and Finance
Executive Office Secretary of Administration and Finance
Developmental Disabilities
Appellate Tax Board
Budget Bureau
Operational Services Division
Civil Service Commission
Department of Revenue
Department of Veteran Services
Division of Administrative Law Appeals
Capital Planning and Operations
Group Insurance Commission
Commission Against Discrimination
Teachers' Retirement Board
Public Employee Retirement Administration
State Office of Affirmative Action
Human Resource Division
Information Technology Division

Public Safety
Executive Office of Public Safety
Architectural Access Board
Committee on Criminal Justice
Criminal History Systems Board
Criminal Justice Training Council
Department of Correction
Department of Public Safety
Department of Police
Governor's Highway Safety Bureau
Massachusetts Emergency Management Agency
Massachusetts Firefighting Academy
Merit Rating Board
Military Division
Chief Medical Examiner
Parole Board
Registry of Motor Vehicles
Board of Building Regulations
Department of Fire Services

Economic Development
Department of Economic Development
Division of Energy Resources
Division of Housing & Community Development

Education
Department of Education
Higher Education
University System
State and Community Colleges

Elder Affairs
Executive Office of Elder Affairs

Environmental Affairs
Executive Office of Environmental Affairs
Department of Food and Agriculture
Department of Environmental Management
Department of Environmental Protection
Fisheries and Wildlife Environmental Law
Metropolitan District Commission
State Reclamation Board
Low Level Radioactive Waste

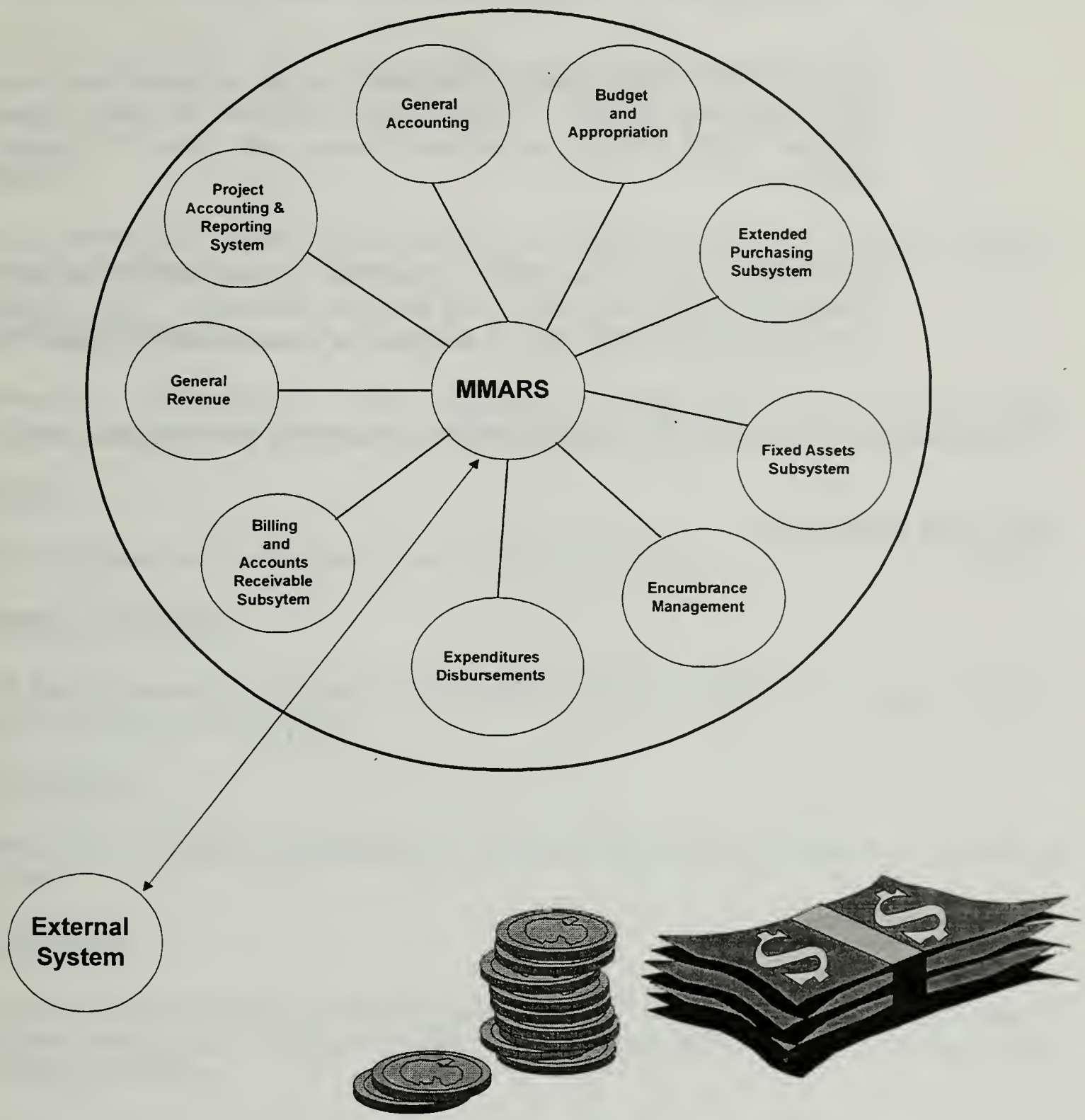
Transportation and Construction
Executive Office of Transportation and Construction
Massachusetts Aeronautics Commission
Massachusetts Highway Department

Health and Human Services
Executive Office of Health and Human Services
Department of Medical Security
Department of Mental Health
Department of Mental Retardation
Department of Public Health
Department of Social Services
Department of Transitional Assistance
Department of Youth Services
Division of Medical Assistance
Massachusetts Commission for the Blind
Massachusetts Commission for the Deaf and Hard of Hearing
Massachusetts Rehabilitation Commission
Office for Children
Office for Refugees and Immigrants
Soldier's Homes
Division of Health Care Finance & Policy

Labor
Department of Labor & Work Force Development
Conciliation and Arbitration
Division of Industrial Accidents
Department of Labor and Industries
Joint Labor Management Committee
Labor Relations Commission

Consumer Affairs
Office of Consumer Affairs & Business
Board of Medicine
Massachusetts Cable Television Commission
Department of Public Utilities
Division of Banks
Division of Insurance
Division of Registration
Division of Standards
State Racing Commission
Alcoholic Beverages Control Commission
Energy Facilities Setting Council

MASSACHUSETTS MANAGEMENT ACCOUNTING AND REPORTING SYSTEM



The Massachusetts Management Accounting and Reporting System (MMARS) supports many programs of state government. MMARS is broken down into various subsystem which define the overall concept of state accounting. Each section has transactions and tables that support the day to day functions of the subsystem. Some departments have their own external system and these systems interface with MMARS.

MMARS System Components

INPUTS, which are transactions and table maintenance actions. Some examples of Inputs are PV (Payment Voucher), VU (Vendor Update), and PO (Miscellaneous Purchase Order). See complete listing in Appendix.

DATA STRUCTURES, which are the suspense file, reference files, financial files and ledger files. Some examples of Data Structures are APR1 (Appropriation Tables), VNAM (Vendor Name Index Table), and Open PO Header Inquiry (OPPH).

OUTPUTS, which are the reports, statements, invoices, renewal notices, inquiries, transaction output documents and approval documents. Some examples of Output is the RPT 341A, which is available via ViewDirect or DocumentDirect.

This tutorial will focus on the **DATA STRUCTURES** segment of the MMARS components.

Enjoy and Good Luck !!!

Lesson 1
Topic 1: Commonwealth Budget Cycle

THE BUDGET CYCLE

What follows is an outline of the budget calendar. The dates are approximate and vary each year.

THE BUDGET PROCESS

JUNE-JULY

State department staff develop budgets for their area, regional or local programs to be included in the overall state-wide request for funding.

AUGUST-SEPTEMBER

Departments submit requests to Cabinet Secretaries, Senate and House Ways and Means Committees, the Governor's Budget Bureau.

OCTOBER

Cabinet Secretaries hold public hearings on department requests.

NOVEMBER-DECEMBER

Cabinet Secretaries submit recommendations to the Governor's Budget Bureau which revises the budget for Governor's final proposal.

LATE JANUARY

Governor sends his budget recommendations, known as House 1, to the House Ways and Means Committee.

EARLY SPRING

The House Ways and Means Committee (HWM) begins hearings as part of the process to develop their own budget. They use HOUSE 1 as a starting point for the development of their budget recommendation.

SPRING

HWM releases their own version of the budget. This version then goes before the full House where they vote on amendments to increase or decrease specific line items. The House votes on its own version of the budget.

LATE SPRING

The Senate Ways and Means Committee (SWM) begins hearings as part of the process to develop its own budget. The SWM uses HOUSE 1 and the HOUSE's version as its starting point. Though the SWM begins deliberations after the House has approved its budget, it is free to come

up with its own budget independent of that produced in the House. The SWM releases its budget to the full Senate. As in the House, the Senate then votes on amendments to increase or decrease specific line items. The Senate votes on its version of the budget.

JUNE

The House and Senate form a committee on Conference, consisting of 3 House members and 3 Senate members who hammer out a compromise budget from the House and Senate versions. The House and Senate vote to approve or defeat the compromise budget. The two chambers cannot at this point make changes (if they do not approve the budget, the entire package must go back to the Conference Committee for changes).

JUNE/JULY

The compromise budget having been approved by the House and Senate goes to the Governor. The Governor then has ten days to sign or veto the budget. The Governor at this point can veto or reduce line items. The finished product is referred to as The General Appropriations Act, (GAA).

JULY

New Fiscal Year Begins

The Budget Bureau loads the figures from The General Appropriations Act into their own fiscal system. The information from the Budget Bureau's fiscal system is interfaced with MMARS. They will break each appropriation's figures down into any subsidiaries which may exist, (based on information gathered at the Department level). Once the initial load is completed, the first periodic allotment of money for the new fiscal year will follow, (usually within a couple of weeks).

Lesson 1
Topic 2: How to Obtain MMARS security

SECURITY

UNIVERSAL ACCESS ID (UAID) PROCEDURES

Every user is required to enter a Universal Access ID (UAID) and PASSWORD to access the ITD Data Center.

THE REQUEST PROCESS

1. Request MMARS access from your MMARS Liaison.

2. Agency Security Administrator submits ITD Request for System Access. See Appendix for a copy of form. See the bottom of the form for the address to send it to.

3. Your MMARS Liaison will distribute your UAID and temporary password to you.

GENERAL INFORMATION ABOUT UAIDs

1. A **UAID** is six characters long. It is assigned by the ITD Data Center according to the following convention: the agency MMARS department code as the first three characters and a random combination of letters and numbers as the remaining three characters, unique to the individual.

2. A **UAID** will be revoked (and the user denied access) automatically if too many incorrect passwords are entered during a logon attempt. The maximum number of attempts is 5.

3. The logon to MMARS security allows UAID connections only to the screens, tables and transactions that your job requires.

GENERAL INFORMATION ABOUT PASSWORDS

1. A **PASSWORD** must be eight characters long. The eight characters may be any combination of letters and number.

2. For the first time logon, a default PASSWORD is used (the default PASSWORD is always the MMARS department code). When the user logs on, the PASSWORD will be expired and the user will be prompted to enter a new PASSWORD known only to the individual.

3. The password will expire every 60 days, and the user will be prompted to change it to a new one which has not been used before.

4. The user may also change his/her PASSWORD more often than every 60 days if he/she chooses. You must always use a different password.

5. Personal PASSWORDS are controlled and changed by the individual. No one knows an employee's PASSWORD, including the Security Administrators.

SUMMARY OF MESSAGES YOU MAY SEE ON THE SCREEN

ENTER YOUR ACCESS USERID

Enter a valid UAID and PASSWORD at the ITD logo screen and proceed to the Selection Menu Screen.

VTPNA102 USER NOT DEFINED

The user has entered an invalid UAID at the ITD logo screen. Enter a valid UAID and PASSWORD to proceed to the Selection Menu Screen.

VTPNA103 PASSWORD NOT AUTHORIZED

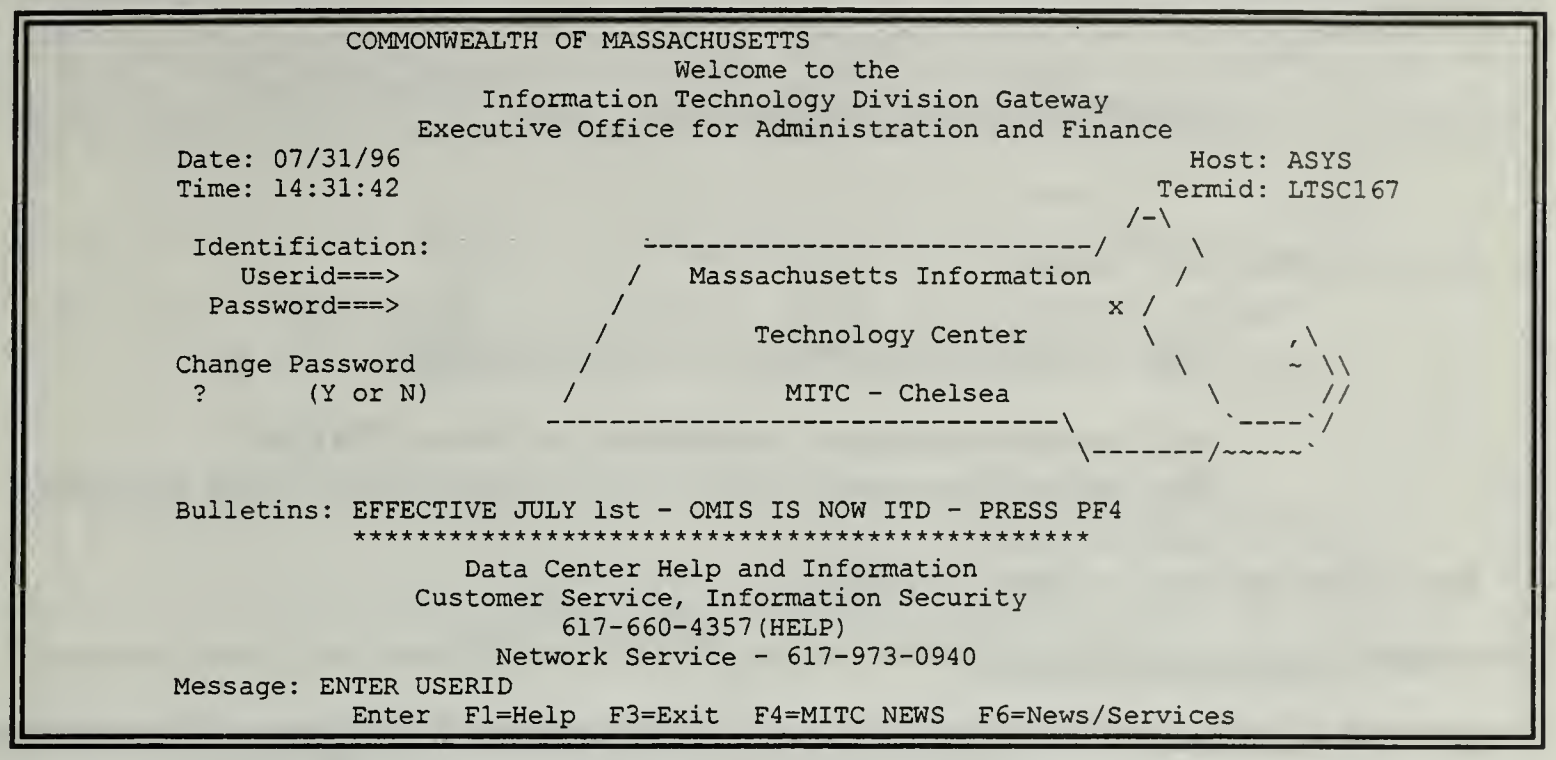
The user has entered a valid UAID but the wrong PASSWORD at the ITD logo screen. Enter a valid UAID and PASSWORD to proceed to the Selection Menu Screen.

VTPNA107 USER ACCESS REVOKED

The user entered a UAID that has been revoked, usually because someone has tried to logon too many times with this UAID and the wrong PASSWORD. The Security Administrator must call the Information Security Unit to have access restored (unless decentralized).

If you have problems logging on, contact your Security Advisor.

Lesson 1
Topic 3: How to Logon to MMARS



The cursor should be blinking at the Userid, if not:

Press the ***<HOME>*** key to move it there

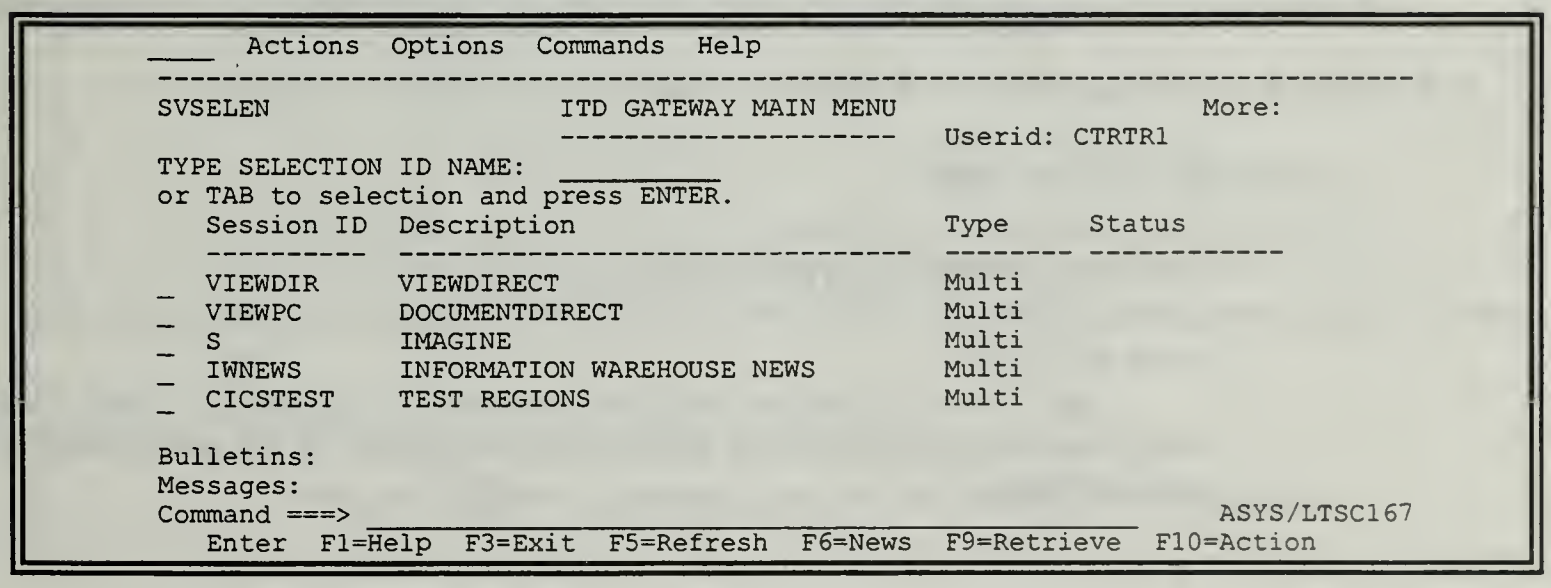
Type in your **User ID**

It usually begins with your three letter department code.

Press the ***<TAB>*** key to move the cursor to the beginning of the Password field

Type in your ***Eight Digit Password*** and Press ***<ENTER>***
(It will not show on the screen)

This will bring you to the **ITD GATEWAY MAIN MENU**.



The cursor will be blinking at:

TYPE SELECTION ID NAME: _____

To access MMARS Production:

Type ***H*** in this area Press ***<ENTER>***

To access MMARS Training:

Press ***<TAB>*** until you reach selection ***CICSTEST***

Line the cursor up beside the selection and Press ***<ENTER>***
(This field is cursor sensitive. It is not necessary to type in any character.)

The training selection will bring you to the:

CICS NEWS SERVICE

```
            COMMONWEALTH OF MASSACHUSETTS / "I.T.D." DATA CENTER
 * MORE *                  * CICS NEWS SERVICE *                    PAGE: 1
* ========================================================================== *
  BULLETIN: (THIS LINE IS RESERVED)
   CUSTOMER SERVICE (617)660-4357(HELP)| NETWORK SERVICE (617) 973-0940
    01 ==> CUSTOMER SERVICE NEWS      |  02 ==> CICS TECHNICAL SUPPORT NEWS
    98 ==> LOGOFF CICS                |  99 ==> CLEAR SCREEN, EXIT NEWS
   APPLICATION TRAN REGION  APPLICATION TRAN REGION  APPLICATION TRAN REGION
  03. PARISTST PRSA TST6 ª 15. CPS      CAPT TST6 ª 27. IMAG TRA IMGT TST4
  04. PARISTSB PRSB TST6 ª 16. MPRS     MPWE TST5 ª 28. BSINV    BSIT TST6
  05. BR1T     BR1T TST5 ª 17. PCRS ACP PCRC TSTC ª 29. VIEWDIR  SGNV TST5
  06. CRU/CARS WFRS TST5 ª 18. IMAGINE  IMAG TST3 ª 30. PCRS TRA PCR4 TST4
  07. MMARS TR MENU TST4 ª 19. ZIP CODE LPCT TST5 ª 31. MAR CCOR CMTI TST7
  08. ACCOLADE PROT TST3 ª 20. FOOD STP BFS1 TST5 ª 32. MAR NBAS BMTI TST8
  09. CAPS SYS CAPB TSTB ª 21. MAR BASE LENV TST5 ª 33. MAR AARS AMTI TST9
  10. BCS CHBK ICBK TST6 ª 22. MAR SYST PMTI TST3 ª 34. MAR DARS DMTI TSTA
  11. PCRS SYS PCRB TSTB ª 23. CPF TEST CPFT TST6 ª 35. MAR EARS EMTI TSTB
  12. PHOENIX  PHNX TST4 ª 24. ELITE TR ELIT TST4 ª 36. MAR FARS FMTI TSTC
  13. CAPS ACP CAPC TSTC ª 25. DMH NATL DMHT TST6 ª 37. MAR GARS GMTI TSTD
  14. DOR/CSES FMCS TST5 ª 26. DES ACPT DESI TST6 ª 38.
* ========================================================================== *
  PF KEY >> 1 = NEXT PAGE   2 = PREV.PAGE  ENTER ===> YOUR SELECTION ( __ )
             PLEASE TYPE YOUR SELECTION NUMBER AND PRESS ENTER
```

The cursor should be blinking in the lower right hand corner in the:

YOUR SELECTION area.

Type **<7>**, (MMARS TR MENU TST4)

Press ***<ENTER>***

(Production does not have this initial selection screen. It will lead directly to page 1 of the NEWS.)

This leads you to the first page of the NEWS. It also confirms that you have reached the MMARS training Database.

```
      COMMONWEALTH OF MASSACHUSETTS / "I.T.D." DATA CENTER
 * MORE *                 * CICS NEWS SERVICE *                    PAGE: 1
* ========================================================================== *
 ******************WELCOME TO THE MMARS DAILY PLANET!********************


          THIS IS THE TRADITIONAL MMARS TRAINING ENVIRONMENT

               WELCOME TO THE MMARS TRAINING DATABASE!

          "THE MASSACHUSETTS MANAGEMENT, ACCOUNTING AND REPORTING SYSTEM"

        STANDARD SYSTEM TRAINING APPLICATION RUNNING IN CICSTEST TST4 REGION



                                  STRIKE <PF1> TO READ THE NEWS OR
                                        <ENTER>, WAIT, AND <ENTER> AGAIN TO
                                         ACCESS THE MMARS MAIN MENU FOR SMTI.
* ========================================================================== *
 PF > 1 =NEXT PAGE 2 =PREV. PAGE 3 =MAIN MENU ENTER =APPLICATION CLEAR =EXIT
                  DATE & TIME OF NEWS: 06/04/96 AT 08:22:42.
```

The news should be read at least a couple of times a week. Follow the instructions at the bottom of the page and use the "PF" keys to move through the news. The News contains six pages of

information. Page 6 of the MMARS News always lists the Accounting Periods and MMARS hours of operation in Production. A sample of page six is provided below.

```
* END *                  * CICS NEWS SERVICE *                    PAGE: 6
      COMMONWEALTH OF MASSACHUSETTS / "I.T.D." DATA CENTER
* ========================================================================== *
  ************************ MMARS DAILY PLANET ************************

   PAYMENT VOUCHER HEADER, LINE, ETC. ...


   YOUR MMARS COMMAND CARD HAS A COMPLETE LIST OF THE TABLE COMMANDS, THE
   DOCUMENT COMMANDS, AND THE SUSF FUNCTION COMMANDS NOW WORKING IN EASYDOC
   AS WELL AS THE PROGRAM FUNCTION (PF) KEYS AND ILLUSTRATIONS ON HOW TO
   ENTER A NEW DOC OR ACCESS AN EXISTING DOC ON SUSF.  THERE IS ALSO A
   COMPLETE LISTING OF THE MENUS AND TABLES IN MMARS (4 DIGITS).  PLEASE
   SEE YOUR TRAINER FOR COPIES OF THESE VALUABLE TOOLS.

   BE SURE TO WATCH FOR REMMARS GUI TRAINING COMING SOON TO ALL DEPTS.

               HIT <ENTER>, WAIT, AND <ENTER> AGAIN TO GET TO THE
                     MMARS MAIN MENU.

* ========================================================================== *
 PF > 1 =NEXT PAGE 2 =PREV. PAGE 3 =MAIN MENU ENTER =APPLICATION CLEAR =EXIT
                  DATE & TIME OF NEWS: 06/04/96 AT 08:22:42.
```

The word **"END"** will appear in the upper left hand corner of the last page.

Press ***<ENTER>*** to proceed towards the MMARS training menu

```
**************************************************
**  HIT ENTER TO CONTINUE WITH YOUR APPLICATION **
**************************************************
```

Press <***ENTER***> again to reach the logon screen of the Training Main Menu.

MMARS MAIN MENU

```
MM          MM   MM          MM         AA         RRRRRRRRRRR  SSSSSSSSSSS
MMMM      MMMM   MMMM      MMMM        AAAA        RR        RR SS
MM MM    MM MM   MM MM    MM MM       AA  AA       RR        RR SS
MM  MM  MM  MM   MM  MM  MM  MM      AA    AA      RRRRRRRRRRR  SSSSSSSSSSS
MM   MMMM   MM   MM   MMMM   MM     AAAAAAAAAA     RR      R           SS
MM    MM    MM   MM    MM    MM    AA        AA    RR      RR          SS
MM          MM   MM          MM   AA          AA   RR       RR         SS
MM          MM   MM          MM  AA            AA  RR        RR SSSSSSSSSS

            ****       S M T I   M A I N   M E N U      ****

                    1.  DOCUMENT PROCESSING  (SUSF)
                    2.  TABLES AND INQUIRIES (MTIM)
                    3.  DEPARTMENT MESSAGES  (DMSS)
                   99.  LOGOFF

                  MAKE A SELECTION FROM THE LIST ABOVE

      COMMAND:
```

The same procedure is followed to reach the MMARS Production Main Menu. It will say Production Main Menu on the screen. Double check that you are in the menu you intended to enter. The cursor will move down to;

COMMAND:

You are ready to begin in MMARS!

Lesson 1
Topic 4: How to Logoff from MMARS

LOGGING OFF MMARS

It is very important to log off of the system when it is not in use. Your department is being billed by ITD for time on the system. Another serious consideration is your security. Anyone could use your terminal and possibly access information they should not see, or enter transactions with your identification on them. Remember to log off when you leave your terminal.

The MMARS Main Menu is the starting point for logging off. The last listing in the selection area is 99 to exit. Make sure the cursor is in COMMAND: field.

MMARS MAIN MENU

```
MM          MM   MM          MM         AA         RRRRRRRRRRRR  SSSSSSSSSSS
MMMM      MMMM   MMMM      MMMM        AAAA        RR        RR  SS
MM MM    MM MM   MM MM    MM MM       AA  AA       RR        RR  SS
MM  MM  MM  MM   MM  MM  MM  MM      AA    AA      RRRRRRRRRRRR  SSSSSSSSSSS
MM   MMMM   MM   MM   MMMM   MM     AAAAAAAAAA     RR      R             SS
MM    MM    MM   MM    MM    MM    AA        AA    RR      RR            SS
MM          MM   MM          MM   AA          AA   RR       RR           SS
MM          MM   MM          MM  AA            AA  RR        RR  SSSSSSSSSSS

             ****       S M T I   M A I N   M E N U      ****

                    1.  DOCUMENT PROCESSING  (SUSF)
                    2.  TABLES AND INQUIRIES (MTIM)
                    3.  DEPARTMENT MESSAGES  (DMSS)
                   99.  LOGOFF

                      MAKE A SELECTION FROM THE LIST ABOVE
COMMAND:
```

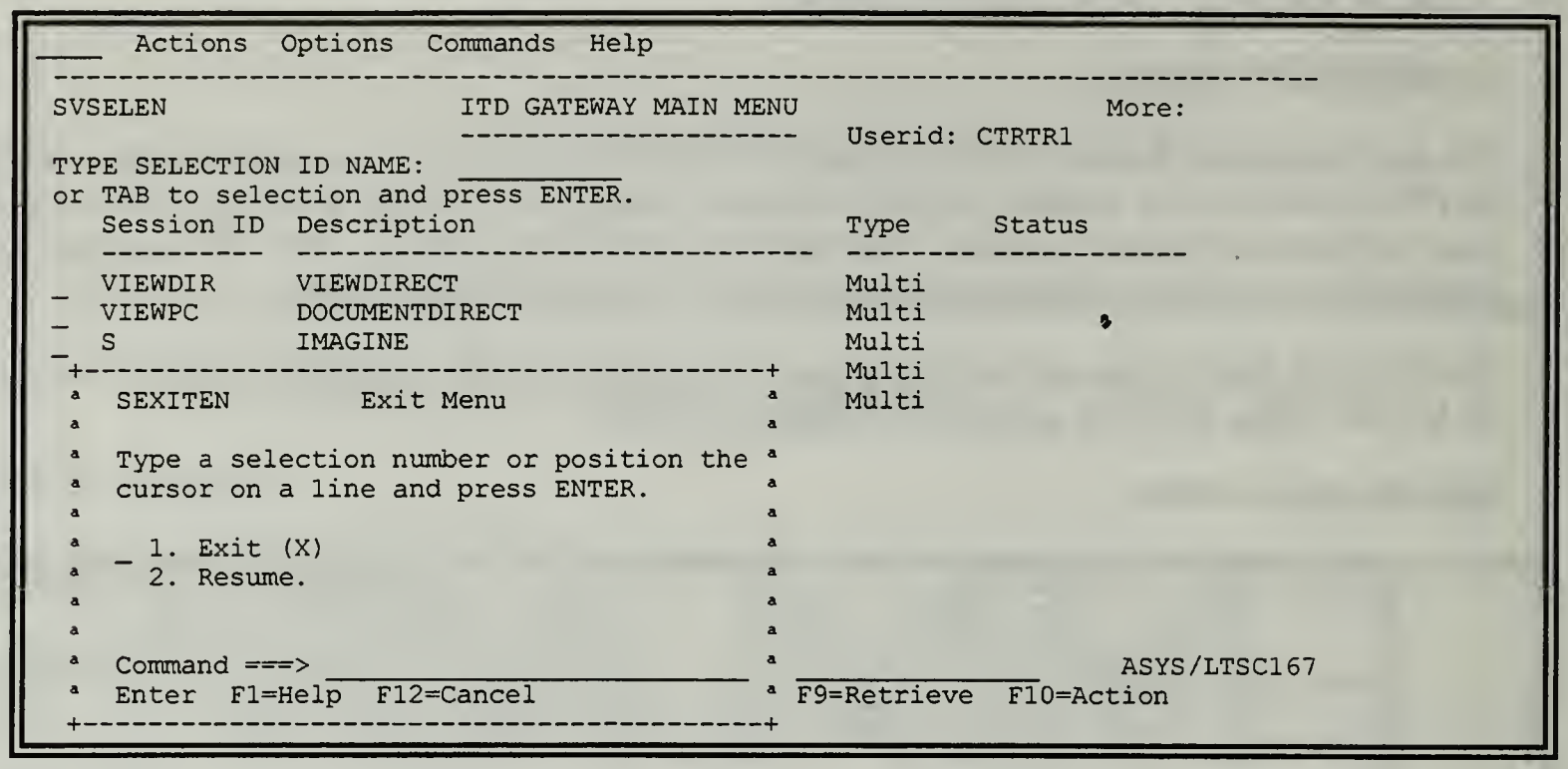
Type ***99*** and Press ***<ENTER>***

```
____  Actions  Options  Commands  Help
-------------------------------------------------------------------------------
SVSELEN                  ITD GATEWAY MAIN MENU                    More:
                         --------------------   Userid: CTRTR1
TYPE SELECTION ID NAME: _________
or TAB to selection and press ENTER.
   Session ID  Description                       Type     Status
   ----------  --------------------------------  -------- ------------
_  VIEWDIR     VIEWDIRECT                        Multi
_  VIEWPC      DOCUMENTDIRECT                    Multi
_  S           IMAGINE                           Multi
_  IWNEWS      INFORMATION WAREHOUSE NEWS        Multi
_  CICSTEST    TEST REGIONS                      Multi




Bulletins:
Messages:
Command ===> _____________________________________________________  ASYS/LTSC167
Enter  F1=Help  F3=Exit  F5=Refresh  F6=News  F9=Retrieve  F10=Action
```

This will back the system up to the SELECTION MENU.

Press ***<PF3/ALT3>*** to exit

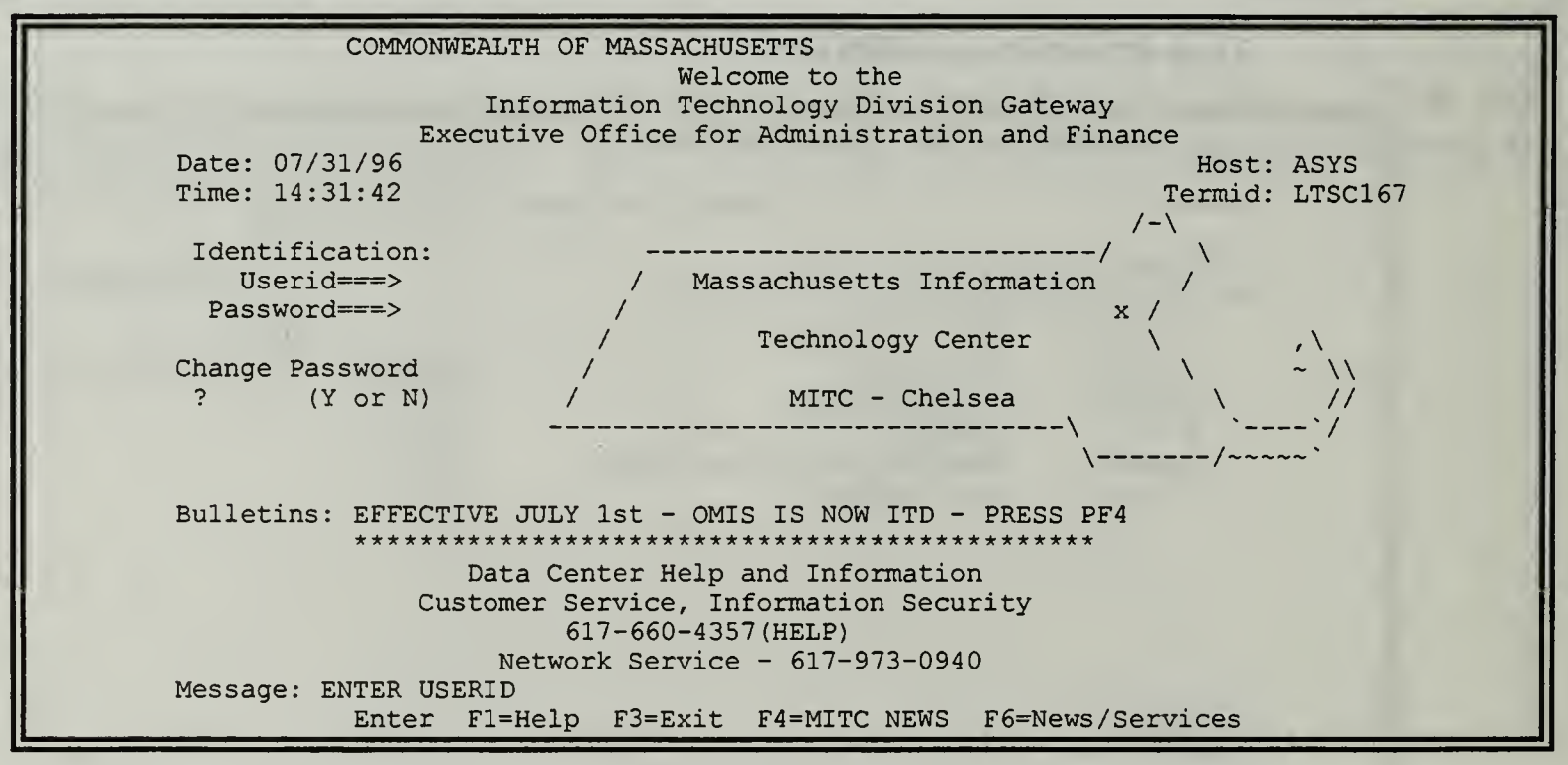
This will bring up a POP-UP Window.



At the EXIT MENU,

move the cursor beside selection ***1. Exit (X)***, or type the letter ***X*** in the Command field and Press ***<ENTER>***.

This will return you to the ITD Menu. You are finished with the log off if this is where you began.



Once you have returned to the ITD Menu, you are out of the system.

Skill Check

Log back into the MMARS Training Main Menu

Lesson 2
Topic 1: Main Menu

If you have left the system, please log to the MMARS Main Menu Screen using the instructions in Lesson One .

MMARS is a menu driven system. This will be demonstrated as you navigate to the first table.

There are four selections available at the Main Menu:

1. **DOCUMENT PROCESSING**
   This selection contains access to the document start-up screen.

2. **TABLES AND INQUIRIES**
   This selection contains the Files and Tables of the MMARS System.

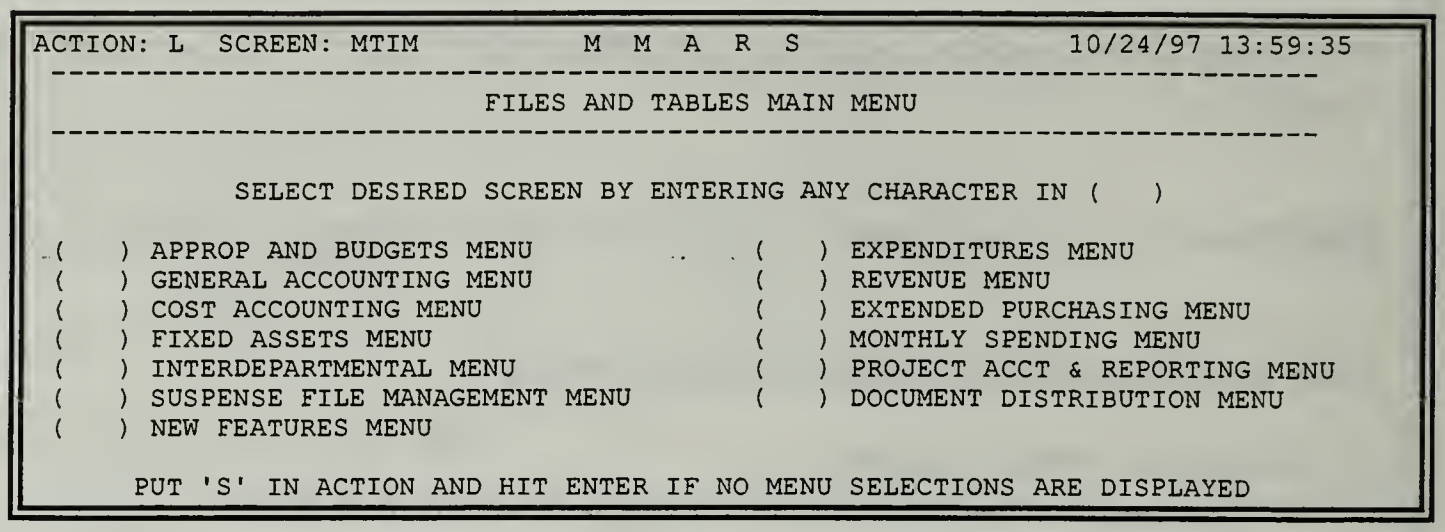
3. **DEPARTMENT MESSAGES**
   This selection is not currently in use.

4. **99-LOGOFF**
   This selection backs out of MMARS. It returns to the Selection Menu.

Type ***2*** for Files and Tables Menu

Press ***<ENTER>***

FILES AND TABLES MENU


ACTION: L SCREEN: MTIM M M A R S 10/24/97 13:59:35
FILES AND TABLES MAIN MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) APPROP AND BUDGETS MENU
( ) GENERAL ACCOUNTING MENU
( ) COST ACCOUNTING MENU
( ) FIXED ASSETS MENU
( ) INTERDEPARTMENTAL MENU
( ) SUSPENSE FILE MANAGEMENT MENU
( ) NEW FEATURES MENU
( ) EXPENDITURES MENU
( ) REVENUE MENU
( ) EXTENDED PURCHASING MENU
( ) MONTHLY SPENDING MENU
( ) PROJECT ACCT & REPORTING MENU
( ) DOCUMENT DISTRIBUTION MENU
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

FILES AND TABLES MENU

MMARS Files and Tables Menu selections provide a brief overview of the extent of activity monitored throughout the Massachusetts Management Accounting and Reporting System (MMARS).

( )-APPROPRIATIONS AND BUDGETS MENU
Departmental appropriation accounts are displayed in a variety of file formats throughout Appropriation and Budgets sub-menu selections.

( )-EXPENDITURES MENU
The Expenditures Menu serves as the file location for open item transaction tables and reference tables covering advances, service contracts, commodity purchases, price and master service agreements, leases, recurring payments, and disbursements.

( )-GENERAL ACCOUNTING MENU
The General Accounting Menu includes the MMARS accounting organizational structure and the chart of accounts which outlines specific account types, coding for funds, programs, activities, and expenditure classification by object codes. The Commonwealth's Vendor File is included in the General Accounting Menu.

( )-REVENUE MENU
The Revenue selection leads the user through the Billing and Accounts Receivable Subsystem (BARS) related menu selections which cover customer files, control and reference tables, collection and open item files associated with the receivable event, invoices, and statements generated to support non tax revenue business conducted by Commonwealth departments.

( )-COST ACCOUNTING MENU
The Cost Accounting Menu keeps files depicting project management and Federal Grant management activity.

( )-EXTENDED PURCHASING MENU
The Extended Purchasing Menu deals specifically with the requisition and bid process.

( )-FIXED ASSETS MENU
The Fixed Asset Subsystem provides reference tables and updating capability to track the Commonwealth's land, buildings, equipment, vehicles and other fixed assets from acquisition through disposition.

( )-MONTHLY SPENDING MENU
The Spending Plan Menu may be utilized to project planned budgetary activity.

( )-INTERDEPARTMENTAL BUSINESS MENU
The Interdepartmental Business selection provides extensive files and menu selections which enable Chargeback departments to generate interdepartmental encumbrance and voucher transactions on-line for Buyer department editing and subsequent approval of interdepartmental financial activity.

( )-PROJECT ACCOUNTING AND REPORTING MENU
Project Accounting and Reporting System provides tables to support cost accounting and billing for Federal and Capital projects.

( )-DOCUMENT DISTRIBUTION MENU
Billing and Accounts Receivable Sub-System Tables to support the BARS system.

( )-NEW FEATURES
New Features menu supports a series of screens which provide detailed information on document line balances viewed in a variety of ways. It's a great way to track the condition of specific account balances with the detailed documentation which created the balance.

The user should be prepared to travel through two or three sub-menus for each selection in order to reach the table or inquiry (or reference or financial file) he/she seeks to review.

Lesson 2
Topic 2: Table Navigation Commands

DEPARTMENT TABLE (DEPT)

Departments are the second highest level of governmental organization used in MMARS. This table defines valid department codes and specifies the department manager's name.

The Department Table is listed under "Organization Structure" in the Tables and Inquiries Menu.

The Department Table is maintained by the Office of the State Comptoller. Information on the Department Table will be rolled from one fiscal year to the next fiscal year. All Departments listed on the Department Table **MUST** be legislated in the General Appropriations Act.

NAVIGATION:

Keys covered: ENTER, TAB, SHIFT-TAB, F10/RESET, HOME, (PF3/ALT3), (PF4/ALT4), F9

Actions covered: S(Select), R(Refill), N(Clear screen)

Please log back into the MMARS Main Menu if you logged off after the last lesson.

The **Department Table** is accessed through the Tables and Inquiries selection of the MMARS MAIN MENU.

Type ***2*** in the Command field from the MMARS MAIN MENU

Press ***<ENTER>***

This will lead to the MMARS FILES AND TABLES MENU.

```
ACTION: L  SCREEN: MTIM          M  M  A  R  S                08/01/97 10:47:21
 ------------------------------------------------------------------------------
                            FILES AND TABLES MAIN MENU
 ------------------------------------------------------------------------------

            SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN (   )

 (   ) APPROP AND BUDGETS MENU              (   ) EXPENDITURES MENU
 ( X ) GENERAL ACCOUNTING MENU              (   ) REVENUE MENU
 (   ) COST ACCOUNTING MENU                 (   ) EXTENDED PURCHASING MENU
 (   ) FIXED ASSETS MENU                    (   ) MONTHLY SPENDING MENU
 (   ) INTERDEPARTMENTAL MENU               (   ) PROJECT ACCT & REPORTING MENU
 (   ) SUSPENSE FILE MANAGEMENT MENU        (   ) DOCUMENT DISTRIBUTION MENU
 (   ) NEW FEATURES




      PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED
```

Select the GENERAL ACCOUNTING Menu

Press ***F9*** until the cursor is in the correct listing

Type an ***X*** in the parenthesis

Press ***<ENTER>***

GENERAL ACCOUNTING MENU

```
ACTION: L  SCREEN: GACI          M  M  A  R  S                 08/01/97 10:50:13
 ------------------------------------------------------------------------------
                            GENERAL ACCOUNTING MENU
 ------------------------------------------------------------------------------

           SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN (   )

                  (   ) BALANCE SHEET MENU
                  (   ) FUND MENU
                  (   ) OBJECT MENU
                  (   ) PROGRAM MENU
                  (   ) ACTIVITY MENU
                  (   ) MISC CHART OF ACCOUNTS MENU
                  ( X ) ORGANIZATION STRUCTURE MENU
                  (   ) GENERAL ACCOUNTING MENU
                  (   ) VENDOR ADMINISTRATION MENU


      PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED
```

From the GENERAL ACCOUNTING MENU, narrow the selection to the ORGANIZATIONAL STRUCTURE MENU.

Press ***F9*** to move the cursor into the parenthesis beside your selection

Type an ***X*** in the parenthesis

Press ***<ENTER>***

ORGANIZATION STRUCTURE MENU

```
ACTION: L  SCREEN: OSTI          M  M  A  R  S                 08/01/97 10:52:34
 ------------------------------------------------------------------------------
                          ORGANIZATION STRUCTURE MENU
 ------------------------------------------------------------------------------

           SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN (   )

                 (   ) EXECUTIVE OFFICE        (EXEC)
                 ( X ) DEPARTMENT              (DEPT)
                 (   ) ORGANIZATION            (ORGN)
                 (   ) SUB-ORGANIZATION        (SORG)


      PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED
```

The ORGANIZATION STRUCTURE MENU lists several table selections. Choose the DEPARTMENT table.

Press ***F9*** to move the cursor into the parenthesis beside the **DEPARTMENT** selection

Type an ***X*** in parenthesis and Press ***<ENTER>***

DEPARTMENT TABLE

Notice the ACTION and SCREEN fields at the upper left-hand corner of your screen. There should be an R in the ACTION field for Refill. When you follow the menu driven route to get to the Department table, it comes filled in with information.

To clear the screen,

Type an ***N*** in the ACTION field

Press ***<ENTER>***

```
ACTION: S  SCREEN: DEPT          M  M  A  R  S                08/01/97 10:56:26
DEPARTMENT TABLE
KEY IS FISC YEAR, DEPARTMENT
01-
    FISCAL YEAR:    DEPARTMENT:      DEPT NAME:
     SHORT NAME:                   DEPT MANAGER:
       APPROVAL:    EXECUTIVE OFFICE:         REQ PAY RETURN:
        RVB IND:        PROJ O/C IND:                EXB IND:
02-
    FISCAL YEAR:    DEPARTMENT:      DEPT NAME:
     SHORT NAME:                   DEPT MANAGER:
       APPROVAL:    EXECUTIVE OFFICE:         REQ PAY RETURN:
        RVB IND:        PROJ O/C IND:                EXB IND:
03-
    FISCAL YEAR:    DEPARTMENT:      DEPT NAME:
     SHORT NAME:                   DEPT MANAGER:
       APPROVAL:    EXECUTIVE OFFICE:         REQ PAY RETURN:
        RVB IND:        PROJ O/C IND:                EXB IND:
```

There should be an **S**, for select in the ACTION field. You must always enter the information in the KEY fields before MMARS will display information.

The KEY is the Fiscal Year, and the three letter Department code you wish to view.

Use your ***TAB*** key to move into the **Fiscal Year** field and Type in the **current fiscal year**

The cursor will move to the **DEPT** field,

Type in the three letter code of the Department you wish to view. For Training, use the FUN Department.

Once the KEY fields have been filled, Press ***<ENTER>***

The screen will display the information for the department and fiscal year you have requested. It will also show you the next two departments which alphabetically follow the one you choose. There will always be three departments at a time displayed on this screen.

Let's try a review of some of the table commands that you have learned so far. The cursor should be blinking in the ACTION area of your screen.

If it isn't,

Press ***<HOME>,*** and send the cursor back to the ACTION field.
(Your <HOME> key will always bring you back to the Action Field.)

Type an ***N*** in the ACTION field to clear the screen in front of you.

Notice that your Action is now ***S*** for **Select/Scan**.

This time instead of completing the Key with the FUN Department information, try filling it in with your own department's information.

Press ***F9*** to Fiscal Year and type ***98***

Fill in the ***DEPT*** with your department's three letter code

Press ***<ENTER>***

Please note that not all departments are in the Training environment. You may not find your department, but do not worry that you did something incorrect. If your department is not established in the Training environment, MMARS will bring up the next department alphabethically.

Notice that the **Action** is now an **R** for **Refill**. Once the Key information is entered on a table, the Action will always change to an R. If you press <Enter>, the table will refill with new information.

Press ***<ENTER>***

This concludes our travel through the **Department Table**.

At this time you may want to take a break from the tutorial. Please log off if you are not continuing the next lesson now.

Press ***PF4/ALT-4***

This will take you to the MMARS Main Menu screen.

Type ***99*** **and** Press ***<ENTER>***

At the Selection Menu,

Press ***PF3/ALT-3*** to exit

At the Exit Menu,

Press ***<ENTER>***

Lesson 2
Topic 3: Appropriation Tables

ASTA (Appropriation/Allocation Static Reference Table)

This table contains the list of valid appropriation/allocation accounts and all static information attached to each account. The table will be maintained by the Comptroller's Division and the Fiscal Affairs Division.

The Appropriation/Allocation Static Reference Table is listed under Appropriations in the "Appropriations & Budgets Menu" in the Tables and Inquiries Menu.

NAVIGATION:

Action Covered: **L** (Leafing), **X** (Cross Travel)

Please log back into the MMARS Main Menu and select 2, if you logged off after the last lesson.

If you are still on the **DEPT Table**,

Press ***PF3/ALT-3*** until you are on the **Files and Tables Main Menu**

There are two ways to access the Appropriation/Allocation Static Reference Table (ASTA). You may **Cross Travel** (**X**) directly to the table, or you may follow the menu route.

Cross Travel must be done from a screen with an ACTION field in the upper left-hand corner of the screen.

```
ACTION: X  SCREEN: ASTA          M  M  A  R  S                08/01/97 11:39:50
 ------------------------------------------------------------------------------
                           FILES AND TABLES MAIN MENU
 ------------------------------------------------------------------------------

            SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN (   )

 (   ) APPROP AND BUDGETS MENU              (   ) EXPENDITURES MENU
 (   ) GENERAL ACCOUNTING MENU              (   ) REVENUE MENU
 (   ) COST ACCOUNTING MENU                 (   ) EXTENDED PURCHASING MENU
 (   ) FIXED ASSETS MENU                    (   ) MONTHLY SPENDING MENU
 (   ) INTERDEPARTMENTAL MENU               (   ) PROJECT ACCT & REPORTING MENU
 (   ) SUSPENSE FILE MANAGEMENT MENU        (   ) DOCUMENT DISTRIBUTION MENU
 (   ) NEW FEATURES


      PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED
```

This will bring you to a screen with the ACTION area visible in the upper left of the screen. The cursor should be blinking in the ACTION field. If it isn't,

Press ***<HOME>***

Type ***X*** in the ACTION field

Type ***ASTA*** and Press <***ENTER***>

This action will bring you directly to the **Appropriation/Allocation Static Table (ASTA).** Once on this table,

Type an ***N*** in the ACTION field

Press ***<ENTER>***

```
ACTION: S  SCREEN: ASTA          M  M  A  R  S                08/01/97 11:42:45
 APPROPRIATION/ALLOCATION STATIC TABLE
 KEY IS FISC YEAR, DEPARTMENT, APPROPRIATION/ALLOCATION
 01-
     FISCAL YEAR:              DEPARTMENT:           APPR/ALLOC:

       APPR TYPE:              AGRP CODE:
     PARENT DEPT:            PARENT APPR:
      START DATE:               END DATE:            SECD DEPT:
            FUND:           ORGANIZATION:            REPT CATG:
       LONG NAME:

      SHORT NAME:

      STATUS IND:         MY IND:         FED CAT:
        LEG APRV:       PROG OPT:         ORG OPT:     RECEIPT OPT:
       ALLOT IND:          OPT 2:          PR IND:           OPT 4:
           SPLIT:          OPT 6:          PARENT:           OPT 8:
         PAY SUB:         OPT 10:          OPT 11:          OPT 12:
     PROJ/SUB-PROJ/PHASE:                MULTI-PROJ:    PROJ ON EXP:
```

Accessing the Appropriation/Allocation Static Reference Table through the menu route requires that you begin at the MMARS Main Menu.

Press ***PF4/ALT4*** to return to the MMARS Main Menu.

```
      MM           MM   MM           MM          AA          RRRRRRRRRRR  SSSSSSSSSSS
      MMMM       MMMM   MMMM       MMMM         AAAA         RR        RR SS
      MM MM     MM MM   MM MM     MM MM        AA  AA        RR        RR SS
      MM  MM   MM  MM   MM  MM   MM  MM       AA    AA       RRRRRRRRRRR  SSSSSSSSSSS
      MM   MMMM   MM    MM   MMMM   MM      AAAAAAAAAA      RR      R              SS
      MM    MM    MM    MM    MM    MM     AA        AA     RR      RR             SS
      MM          MM    MM          MM    AA          AA    RR       RR            SS
      MM          MM    MM          MM   AA            AA   RR        RR SSSSSSSSSSS

                 ****        S M T I   M A I N   M E N U      ****

                          1.  DOCUMENT PROCESSING  (SUSF)
                          2.  TABLES AND INQUIRIES (MTIM)
                          3.  DEPARTMENT MESSAGES  (DMSS)
                         99.  LOGOFF

                        MAKE A SELECTION FROM THE LIST ABOVE

COMMAND:
```

From the MMARS Main Menu,

Select ***2***, Tables and Inquiries selection and

Press ***<ENTER>***

```
ACTION: L  SCREEN: MTIM          M  M  A  R  S                 08/01/97 11:47:05
 ------------------------------------------------------------------------------
                            FILES AND TABLES MAIN MENU
 ------------------------------------------------------------------------------

            SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN (   )

 ( X ) APPROP AND BUDGETS MENU              (   ) EXPENDITURES MENU
 (   ) GENERAL ACCOUNTING MENU              (   ) REVENUE MENU
 (   ) COST ACCOUNTING MENU                 (   ) EXTENDED PURCHASING MENU
 (   ) FIXED ASSETS MENU                    (   ) MONTHLY SPENDING MENU
 (   ) INTERDEPARTMENTAL MENU               (   ) PROJECT ACCT & REPORTING MENU
 (   ) SUSPENSE FILE MANAGEMENT MENU        (   ) DOCUMENT DISTRIBUTION MENU
 (   ) NEW FEATURES


      PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED
```

From the Files and Tables Menu,

Press ***F9*** to move cursor into the **APPROP AND BUDGETS** selection.

Type an ***X*** in the parenthesis

Press ***<ENTER>***

```
ACTION: L  SCREEN: AABI          M  M  A  R  S                 08/01/97 11:49:25
 ------------------------------------------------------------------------------
                            APPROP AND BUDGETS MENU
 ------------------------------------------------------------------------------

            SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN (   )

                  ( X ) APPROPRIATIONS MENU
                  (   ) BUDGETS MENU


      PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED
```

From the Appropriations and Budgets Screen

Press ***F9*** and move cursor into APPROPRIATIONS MENU area

Type an ***X*** in the parenthesis

Press ***<ENTER>***

This is the Appropriation Menu. It lists all tables that are associated with appropriations.

```
ACTION: L  SCREEN: APTI          M  M  A  R  S                08/01/97 11:51:39
 ------------------------------------------------------------------------------
                              APPROPRIATIONS MENU
 ------------------------------------------------------------------------------

          SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN (   )

                (   ) APPROPRIATION STATUS 1  (APR1)
                (   ) APPROPRIATION STATUS 2  (APR2)
                (   ) APPROPRIATION STATUS 3  (APR3)
                (   ) APPROPRIATION STATUS 4  (APR4)
                (   ) APPROPRIATION SUMMARY   (ASUM)
                ( X ) APPROP/ALLOC STATIC     (ASTA)
                (   ) APPROPRIATION GROUP     (AGRP)
                (   ) ALLOTMENT PERCENTAGES   (ALLT)
                (   ) ALT APPROP/ALLOC STATIC (AAST)
                (   ) PARENT TABLE            (PRNT)


     PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED
```

Press ***F9*** to move cursor into APPROP/ALLOC STATIC field

Type an ***X*** in the parenthesis

Press ***<ENTER>***

```
ACTION: R  SCREEN: ASTA          M  M  A  R  S                09/05/97 11:45:48
APPROPRIATION/ALLOCATION STATIC TABLE
KEY IS FISC YEAR, DEPARTMENT, APPROPRIATION/ALLOCATION
01-
    FISCAL YEAR: 87           DEPARTMENT: AAH       APPR/ALLOC: 11210100

      APPR TYPE: 01             AGRP CODE:
    PARENT DEPT:              PARENT APPR:
     START DATE: 07 01 85       END DATE: 06 30 99   SECD DEPT:
           FUND: 010         ORGANIZATION:           REPT CATG:
      LONG NAME: ARTS AND HUMANITIES COUNCIL ADMISTRATION

     SHORT NAME:

     STATUS IND: A        MY IND: N       FED CAT:
       LEG APRV: N      PROG OPT: N       ORG OPT: N   RECEIPT OPT: N
      ALLOT IND: 2         OPT 2: 0        PR IND: 0         OPT 4: 0
          SPLIT: 1         OPT 6: 0        PARENT: 0         OPT 8: A
        PAY SUB:          OPT 10:          OPT 11:          OPT 12:
    PROJ/SUB-PROJ/PHASE:                MULTI-PROJ:    PROJ ON EXP:
```

This will bring you to the **APPROPRIATION/ALLOCATION STATIC REFERENCE TABLE**.

The ACTION in the upper left of the screen should be an **R**, for refill. The screen will be filled with the very first record in the system for this table for your department.

Type an ***S*** in the ACTION field

Press ***F9*** to **Fiscal Year** and Type **98**

Type ***FUN*** in the **Department** field

Type ***11111111*** in the **APPR/ALLOC** field and Press ***<ENTER>***

APPROPRIATION/ALLOCATION STATIC TABLE (ASTA)

```
ACTION: R  SCREEN: ASTA          M  M  A  R  S                08/01/97 12:01:51
 APPROPRIATION/ALLOCATION STATIC TABLE
 KEY IS FISC YEAR, DEPARTMENT, APPROPRIATION/ALLOCATION
 01-
     FISCAL YEAR: 98           DEPARTMENT: FUN       APPR/ALLOC: 11111111

       APPR TYPE: 01            AGRP CODE:
     PARENT DEPT:             PARENT APPR:
      START DATE: 07 01 96       END DATE: 06 30 97   SECD DEPT:
           FUND: 010         ORGANIZATION:            REPT CATG: 0001
       LONG NAME: COMMISSION FOR FUN

      SHORT NAME: FUN

      STATUS IND: A       MY IND: N       FED CAT:
        LEG APRV: N     PROG OPT: N       ORG OPT: N   RECEIPT OPT: N
       ALLOT IND: 2        OPT 2:          PR IND: W         OPT 4:
           SPLIT: N        OPT 6:          PARENT: N         OPT 8:
         PAY SUB: Z       OPT 10:          OPT 11:          OPT 12:
     PROJ/SUB-PROJ/PHASE:                MULTI-PROJ:    PROJ ON EXP: N
```

What does this table tell you?

The **ASTA table** lists all of the appropriation accounts that have been designated for your department in the **General Appropriation Act (GAA)**.

In this case, for this fiscal year, the Department of FUN has received an allocation (11111111), for operational services. This is a **State Appropriation Account (01)** as shown in the **APPR TYPE** field. Other types of appropriations include **Capital Project Accounts (02); Trust Accounts (03); and Federal Grants (04).**

The **FUN** department has sole responsiblity for these funds as no **Parent** relationship is indicated. In some cases, a department delegates funds from an appropriation to another department for delivery of a program.

The **Appropriation Start and End dates** are within this fiscal year. In some cases, an appropriation can be added to MMARS after the start of the fiscal year.

The money is associated with **Fund 010**, the **General Fund**. This relationship is established by the Budget Bureau.

It is an **Active appropriation (A)** and it is not a **Multi-Year account**. Sometimes appropriations can cross fiscal years.

The **ALLOT IND** shows that the the FUN department will receive **Periodic Allotments (2)**. Departments can also receive **100% of their alloted money (1)** and **some appropriations have no allotments at all (0)**.

If the **LEG APRV** field has a **Y**, this indicates to the department that this appropriation requires legislative approval.

Now you will learn another **ACTION**. This one will allow you to travel to a related table while retaining the key information entered on the previous table.

L - SUPERLEAFING

Some tables in MMARS are linked within the system. The tables can be traveled into with a quick method called **SUPEREAFING**.

Type ***L*** in the ACTION field

Press ***<ENTER>***

You should have SuperLeafed to the APR3 screen. Notice that all your KEY information carried from ASTA.

APPROPRIATION SUMMARY INQUIRY (APR3)

```
ACTION: R  SCREEN: APR3          M  M  A  R  S                02/24/98 16:05:43
                      *** APPROPRIATION SUMMARY INQUIRY ***
KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE

FISCAL YEAR: 98   DEPARTMENT: FUN  APPR/ALLOC: 11111111
NAME: TRAINING SUPPLIES
                                              EXPB/SUB OPT: Y

     APPROV APPR AMT:   5,100,000.00     CUR MOD APPROP AMT:  45,100,000.00
                                          YTD ALLOTMENT AMT:   3,776,000.00

     TRANSFER IN AMT:       4,500.00       TRANSFER OUT AMT:       4,500.00
       BEGINNING BAL:           0.00        PLANNED SAVINGS:           0.00
    ALLOCATED IN AMT:           0.00      ALLOCATED OUT AMT:           0.00
                                         PROJ SET ASIDE AMT:           0.00
                                          SPENDING PLAN AMT:  45,100,000.00

    ORIG EST REC AMT:           0.00        CUR EST REC AMT:           0.00
       RECEIPT FLOOR:           0.00        RECEIPT CEILING:           0.00
                                        INTRA-GOVT REV AMT:           0.00
    CASH RECEIPT AMT:           0.00       DEPT RECEIPT AMT:           0.00
                                        RESTRICTED REC AMT:           0.00
```

What does this table tell you?

There are two views of this appropriation file. They both record the financial status of appropriation accounts. The information in APR3 is more static; for instance, it includes all of the initial amounts--the beginning balances, the estimated receipts, and the approved appropriation amount.

The amount appropriated to this unit of appropriation when the budget is officially approved is stored in the **Approved Appropriation Amount** field (i.e., when the Budget Approved indicator in the Fiscal Year Reference Table is changed to "**Y**").

The **Current Modified Appropriation Amount** includes changes made with adjustment actions on appropriation and allotment input form.

The amount added to the account in an Appropriation Transfer Transaction is located on the **YTD Allotement Amount** field.

Type ***L*** in the ACTION field

Press ***<ENTER>***

APPROPRIATION INQUIRY (APR4)

```
ACTION: S  SCREEN: APR4          M  M  A  R  S                02/24/98 16:06:26
                      *** APPROPRIATION SUMMARY INQUIRY ***
KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE

FISCAL YEAR: 98   DEPARTMENT: FUN  APPR/ALLOC: 11111111

NAME: TRAINING SUPPLIES

      OBLIGATION CEILING AMT:  45,100,000.00
     EXPENDITURE CEILING AMT:   3,776,000.00
            PAYROLL HOLD AMT:           0.00
         PRE-ENCUMBERED AMT:     143,000.00
             ENCUMBERED AMT:     508,133.78
               ADVANCED AMT:           0.00
               EXPENDED AMT:      78,947.01
          PRIOR YEAR EXP AMT:           0.00
             EXPENSE BUD AMT:           0.00
        BALANCE FORWARD AMT:           0.00
                     --- AVAILABLE FUNDS ---
 UNCOMMITTED BALANCE:  44,369,919.21     UNEXPENDED BALANCE:   3,697,052.99
  INVESTMENT BALANCE:      N/A          NON INVEST CASH BAL:      N/A
   PERCENT COMMITTED:   1.61 %            PERCENT EXPENDED:   2.09 %
```

What does this table tell you?

The **APR4** records the financial status of appropriation accounts. It presents year-to-date summary status in a number of categories including "encumbered" and "advanced", as well as "expended". APR4 compares these amounts with spending and obligation ceilings and lets you know what is currently available to spend and to obligate.

The APR4 screen gives a roll-up of all activity occurring within an appropriation. The activity of all the separate subsidiaries are added together for the information displayed.

In this case, for the Department of Fun, the **Obligation Ceiling** for this appropriation, tells you the total amount of money that you have to spend for the fiscal year.

The **Expenditure Ceiling** is the total amount of money from your appropiation for which payments can be made against. Your department is given an allotment, periodically, and you can only spend up to this ceiling.

When looking at the **Encumbered Amount**, this tells you how much money your department has put aside for outstanding purchases in the fiscal year.

The **Expended Amount** shows how much money has been paid towards purchases in the fiscal year. The **Expended Amount** and the **Unexpended Amount** figures impact one another. If you do not have enough money in the Unexpended Amount, you cannot pay, (or expend), the outstanding bills until the next allotment.

Type ***L*** in the ACTION field

Press ***<ENTER>***

APPROPRIATION INQUIRY (APR1)

```
ACTION: R  SCREEN: APR1          M  M  A  R  S                  02/24/98 16:14:46
                        *** APPROPRIATION INQUIRY ***
KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE, SUBSIDIARY

FISCAL YEAR: 98   DEPARTMENT: FUN  APPR/ALLOC: 11111111  SUBSIDIARY: AA
NAME: TRAINING SUPPLIES                              SUB NAME: REG-EMP-COMP
                                                  EXPB/SUB OPT: Y

     APPROV APPR AMT:   1,000,000.00     CUR MOD APPROP AMT:   1,000,000.00
                                          YTD ALLOTMENT AMT:     750,000.00

     TRANSFER IN AMT:           0.00       TRANSFER OUT AMT:           0.00
       BEGINNING BAL:           0.00        PLANNED SAVINGS:           0.00
    ALLOCATED IN AMT:           0.00      ALLOCATED OUT AMT:           0.00
                                         PROJ SET ASIDE AMT:           0.00
                                          SPENDING PLAN AMT:   1,000,000.00

    ORIG EST REC AMT:           0.00        CUR EST REC AMT:           0.00
       RECEIPT FLOOR:           0.00        RECEIPT CEILING:           0.00
                                        INTRA-GOVT REV AMT:           0.00
    CASH RECEIPT AMT:           0.00       DEPT RECEIPT AMT:           0.00
                                        RESTRICTED REC AMT:           0.00
```

This is the alternative view of the APR3 appropriation file. The APR1 also records the financial status of subsidiary accounts. The APR3 displayed a roll up of all the money available in the entire appropriation. The APR1 displays the breakdown of the approrriation into the various subsidiaries. The information in APR1 and APR3 is more static; for instance, it includes all of the initial amounts--the beginning balances, the estimated receipts, and the approved appropriation amount.

Before you leave this file, let's learn one last function key. It is the ***F6***, erase field key.

F6

Sometimes you may want to change key information on a screen, to look at a second listing. The ***F6*** key is one way you can safely empty a field of its current information prior to refilling the field with new information. To use this key, TAB to the field you wish to change and press the ***F6*** key. The entire field will empty out. You may then refill the field with the information you wish to view. This method is recommended over using the space bar to blank out one space at a time. It is obviously quicker and also more efficient once we start entering documents, where the system may remember the "space" as an entry.

Let's try it! You want to change the subsidiary from the one you are viewing on the APR1 table.

Press ***<HOME>***

Type ***S*** for select

TAB to the Subsidiary field

Press ***F6*** to empty the field and Type ***EE*** in the subsidiary field

Press ***<ENTER>***

```
ACTION: R  SCREEN: APR1          M  M  A  R  S                02/24/98 16:17:09
                      *** APPROPRIATION INQUIRY ***
KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE, SUBSIDIARY

FISCAL YEAR: 98   DEPARTMENT: FUN  APPR/ALLOC: 11111111  SUBSIDIARY: EE
NAME: TRAINING SUPPLIES                          SUB NAME: ADMIN-EXP
                                               EXPB/SUB OPT: Y

     APPROV APPR AMT:     200,000.00     CUR MOD APPROP AMT:     200,000.00
                                          YTD ALLOTMENT AMT:     153,300.00

     TRANSFER IN AMT:       4,500.00       TRANSFER OUT AMT:           0.00
       BEGINNING BAL:           0.00        PLANNED SAVINGS:           0.00
    ALLOCATED IN AMT:           0.00      ALLOCATED OUT AMT:           0.00
                                         PROJ SET ASIDE AMT:           0.00
                                          SPENDING PLAN AMT:     204,500.00

    ORIG EST REC AMT:           0.00        CUR EST REC AMT:           0.00
       RECEIPT FLOOR:           0.00        RECEIPT CEILING:           0.00
                                        INTRA-GOVT REV AMT:           0.00
    CASH RECEIPT AMT:           0.00       DEPT RECEIPT AMT:           0.00
                                        RESTRICTED REC AMT:           0.00
```

You should now be viewing the information for the EE subsidiary.

Let's SUPERLEAF to the APR2 Table.

Type ***L*** in the ACTION field

Press ***<ENTER>***

```
ACTION: S  SCREEN: APR2          M  M  A  R  S                02/24/98 16:17:50
                      *** APPROPRIATION INQUIRY ***
KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE, SUBSIDIARY

FISCAL YEAR: 98   DEPARTMENT: FUN  APPR/ALLOC: 11111111  SUBSIDIARY: EE

NAME: TRAINING SUPPLIES                              SUB NAME: ADMIN-EXP

      OBLIGATION CEILING AMT:     204,500.00
     EXPENDITURE CEILING AMT:     153,300.00
           PAYROLL HOLD AMT:           0.00
        PRE-ENCUMBERED AMT:           0.00
            ENCUMBERED AMT:      53,811.59
              ADVANCED AMT:           0.00
              EXPENDED AMT:      59,187.01
         PRIOR YEAR EXP AMT:           0.00
            EXPENSE BUD AMT:           0.00
        BALANCE FORWARD AMT:           0.00
                      --- AVAILABLE FUNDS ---
 UNCOMMITTED BALANCE:      91,501.40     UNEXPENDED BALANCE:      94,112.99
  INVESTMENT BALANCE:      N/A          NON INVEST CASH BAL:     N/A
   PERCENT COMMITTED:  55.25 %             PERCENT EXPENDED:  38.60 %
```

APR2 records the financial status of appropriation accounts by subsidiary. It presents year-to-date summary status in a manner of categories including "encumbered" and "advanced" as well as "expended". APR2 compares these amounts with spending and obligation ceilings and lets you know what is currently available to spend and to obligate. APR2 has the same fields as APR4 except it is broken down by subsidiary.

If you want to view your appropriation accounts by subsidiary, the Appropiation Summary Inquiry (ASUM) is the table to use.

Press ***<HOME>***

Type ***L*** in the ACTION and Type ***ASUM*** in the Screen

Press ***<ENTER>***

APPROPRIATION SUMMARY INQUIRY (ASUM)

```
ACTION: R  SCREEN: ASUM          M  M  A  R  S                08/01/97 13:33:04

            *** APPROPRIATION SUMMARY INQUIRY ***

 FISC YEAR: 98   DEPT: FUN    APPR: 11111111

 SUBSIDIARY      NAME       OBLIG CEILING   UNCOMMITTED BAL  UNEXPENDED BAL
 ----------  ------------  --------------  ---------------  --------------
     AA      REG-EMP-COMP    1,000,000.00    1,000,000.00       250,000.00
     BB      REG-EMP-EXP     1,000,000.00    1,000,000.00       250,000.00
     CC      SPEC-EMPLYS     1,000,000.00      975,000.00       250,000.00
```

Notice that the screen is filled in with information. It carried the Key information from the last screen and called up the information. We are now able to see information on three of the individual subsidiaries within an appropriation, at one time.

Each appropriation could have as few as one subsidiary, or several. A list of subsidiaries can be found in the Appendix.

The **"Expenditure Classification Handbook",** displays how subsidiaries are further broken down by object codes.

For Example: **EE** Administrative Expenses is the Subsidiary

E08 Telephone Services further defines the type of Administrative Expense

The Appropriation Summary Inquiry Screen displays the balance of what is available to encumber and what is available to spend for each subsidiary in an appropriation.

This screen displays only three listings at a time. You may scroll to the next group of subsidiaries by pressing ***<ENTER>***, with an ***R*** in the ACTION field.

```
ACTION: R  SCREEN: ASUM          M  M  A  R  S                08/01/97 13:35:48

            *** APPROPRIATION SUMMARY INQUIRY ***

 FISC YEAR: 98   DEPT: FUN    APPR: 11111111

 SUBSIDIARY      NAME       OBLIG CEILING   UNCOMMITTED BAL  UNEXPENDED BAL
 ----------  ------------  --------------  ---------------  --------------
     EE       ADMIN-EXP       1,000,000.00       988,900.00       244,500.00
     HH       CONSULTANT      1,000,000.00       965,000.00       249,800.00
     JJ       OPERATIONS      1,000,000.00     1,000,000.00       250,000.00
```

To choose a specific subsidiary to view:

Press ***<HOME>***

Type ***S*** for selection in the ACTION field

TAB to the subsidiary field in the KEY information

Type in the two digit abbreviation for the subsidiary you wish to view.

Let's use ***BB*** and Press ***<ENTER>***

```
ACTION: R  SCREEN: ASUM          M  M  A  R  S                08/01/97 13:38:06

            *** APPROPRIATION SUMMARY INQUIRY ***

 FISC YEAR: 98   DEPT: FUN    APPR: 11111111

 SUBSIDIARY      NAME       OBLIG CEILING   UNCOMMITTED BAL  UNEXPENDED BAL
 ----------  ------------  --------------  ---------------  --------------
     BB       REG-EMP-EXP     1,000,000.00     1,000,000.00       250,000.00
     CC       SPEC-EMPLYS     1,000,000.00       975,000.00       250,000.00
     EE       ADMIN-EXP       1,000,000.00       988,900.00       244,500.00
```

Lesson 2
Topic 4: Navigation Command - Zoom Functionality

The zoom action allows you to go to, and return from, a different MMARS table from the one you are currently viewing. In fact, you may zoom to, and return from, up to three additional tables. A zoom action pauses you out of your current screen and brings you directly to the requested one. When you return to the original screen from a zoom action, the data displayed on your screen remains unchanged (i.e., the record displayed when you initially processed the zoom action still will be displayed when you return).

Let's try it!

If you have logged out of the system, log back into the MMARS and navigate to the ASUM table.

From the **ASUM** table,

```
ACTION: R  SCREEN: ASUM          M  M  A  R  S                09/05/97 16:23:42

            *** APPROPRIATION SUMMARY INQUIRY ***

 FISC YEAR: 98   DEPT: FUN    APPR: 11111111

 SUBSIDIARY      NAME       OBLIG CEILING   UNCOMMITTED BAL  UNEXPENDED BAL
 ----------  ------------  --------------  ---------------  --------------
     BB      REG-EMP-EXP       200,000.00       200,000.00       50,000.00
     CC      SPEC-EMPLYS       500,000.00       475,000.00      125,000.00
     DD      PEN/INS           100,000.00       100,000.00       25,000.00
```

Let's travel from this file to a totally unrelated file. **ZOOM** to **APR4**.

Type ***Z*** in the ACTION field

Type ***APR4*** in the SCREEN field

Press ***<ENTER>***

```
ACTION: R  SCREEN: APR4          M  M  A  R  S                08/01/97 15:39:24
                        *** APPROPRIATION SUMMARY INQUIRY ***
 KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE

 FISCAL YEAR: 98   DEPARTMENT: FUN  APPR/ALLOC: EDI11111

 NAME: EDI TRAINING

       OBLIGATION CEILING AMT:            0.00
      EXPENDITURE CEILING AMT:            0.00
             PAYROLL HOLD AMT:            0.00
          PRE-ENCUMBERED AMT:             0.00
              ENCUMBERED AMT:             0.00
                ADVANCED AMT:             0.00
                EXPENDED AMT:             0.00
          PRIOR YEAR EXP AMT:             0.00
             EXPENSE BUD AMT:             0.00
         BALANCE FORWARD AMT:             0.00
                        --- AVAILABLE FUNDS ---
  UNCOMMITTED BALANCE:           0.00     UNEXPENDED BALANCE:           0.00
   INVESTMENT BALANCE:      N/A          NON INVEST CASH BAL:      N/A
    PERCENT COMMITTED:    0.00 %            PERCENT EXPENDED:    0.00 %
```

Once in the table,

Type an ***S*** in the ACTION field

F9 to ***Fiscal Year*** and type ***98***

Type ***11111111*** in the ***APPR/ALLOC*** field

Press ***<ENTER>***

Once you have looked up your information,

Type ***Z*** in the ACTION field

Type ***ASTA*** in the SCREEN field

Press ***<ENTER>***

```
ACTION: R  SCREEN: ASTA          M  M  A  R  S                08/01/97 15:43:06
 APPROPRIATION/ALLOCATION STATIC TABLE
 KEY IS FISC YEAR, DEPARTMENT, APPROPRIATION/ALLOCATION
 01-
     FISCAL YEAR: 98           DEPARTMENT: FUN       APPR/ALLOC: 11111111

       APPR TYPE: 01             AGRP CODE:
     PARENT DEPT:              PARENT APPR:
      START DATE: 07 01 97        END DATE: 06 30 98   SECD DEPT:
            FUND: 010         ORGANIZATION:            REPT CATG: 0001
       LONG NAME: COMMISSION FOR FUN

      SHORT NAME: FUN

      STATUS IND: A        MY IND: N       FED CAT:
        LEG APRV: N      PROG OPT: N       ORG OPT: N   RECEIPT OPT: N
       ALLOT IND: 2         OPT 2:          PR IND: W         OPT 4:
           SPLIT: N         OPT 6:          PARENT: N         OPT 8:
         PAY SUB: Z        OPT 10:          OPT 11:          OPT 12:
 PROJ/SUB-PROJ/PHASE:                  MULTI-PROJ:    PROJ ON EXP: N
```

Now **ZOOM** to **DEPT** table.

Type ***Z*** in the ACTION field

Type ***DEPT*** in the SCREEN field

Press ***<ENTER>***

REMINDER: You may only ZOOM to a maximum of three screens at a time.

You have traveled a total of three screens away from your original screen. Now, let's back-up through the screens you selected. The data which you selected to view on these screens, will be the same as it was when you **ZOOMED** forward.

```
ACTION: R  SCREEN: DEPT          M  M  A  R  S                09/08/97 14:24:10
DEPARTMENT TABLE
KEY IS FISC YEAR, DEPARTMENT
01-
    FISCAL YEAR: 98 DEPARTMENT: FUN  DEPT NAME: FUN DEPARTMENT
     SHORT NAME: FUN              DEPT MANAGER: BUTCH CASSIDY
       APPROVAL: Y  EXECUTIVE OFFICE:         REQ PAY RETURN: N
        RVB IND:        PROJ O/C IND: C              EXB IND:
02-
    FISCAL YEAR: 98 DEPARTMENT: FWE  DEPT NAME: DEPT FISHERIES, WILDLIFE, ENVI
     SHORT NAME: FWE              DEPT MANAGER:
       APPROVAL: Y  EXECUTIVE OFFICE: 20      REQ PAY RETURN: N
        RVB IND:        PROJ O/C IND:                EXB IND:
03-
    FISCAL YEAR: 98 DEPARTMENT: GCC  DEPT NAME: GREENFIELD COMMUNITY COMMTY
     SHORT NAME: GCC              DEPT MANAGER:
       APPROVAL: Y  EXECUTIVE OFFICE: 75      REQ PAY RETURN: N
        RVB IND:        PROJ O/C IND:                EXB IND:
```

Type ***E*** in the ACTION field and Press ***<ENTER>***

This backs you up to the last screen you **ZOOMED** to which was ASTA. All the information that was displayed on it while you were there, is the same.

You can repeat the **E** action and back up to the next screen you **ZOOMED** from which was the APR4 table.

Repeat the ZOOM one more time and this will return you to the ASUM table.

At this point,

Type ***E*** in the ACTION field and Press ***<ENTER>***

You will get the message, "**No Previous Screen**". You may only ZOOM to a maximum of three screens at a time.

This functionality is especially helpful in departments where there is a shortage of computers. Co-workers needing immediate access to another file, can now get it without making the individual sitting at the terminal loose their information.

SKILL CHECK

Cross Travel to the DEPT screen. From there **ZOOM** the ASTA screen.

Look up the FUN Department for Fiscal Year 98.

Then using the **E (END)** Action, go to the **DEPT** screen.

Lesson 3
Topic 1: Suspense File (SUSF)

You will now take a look at the Suspense File.

The Suspense File is a temporary holding file/table for all documents entered into MMARS. It should be viewed often to make certain your documents are in the proper status.

From the **DEPT** table, cross travel to the **Suspense File**,

Type ***X*** in the ACTION field and ***SUSF*** in the SCREEN field

Press ***<ENTER>***

```
ACTION: S  SCREEN: SUSF
DOCUMENT SUSPENSE FILE INQUIRY
FUNCTION:
     S
     E ----BATCH ID---- -----DOCUMENT ID------                LAST   LAST
     L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  STAT  APPRV  DATE   USER
     - ---- ---- ------ ---- ---- ------------ ----- ----- ------ ------
 00-
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
```

The cursor should be blinking in the upper left hand corner, in the ACTION field. The ACTION should be **S** for select. Notice the fields of information on the SUSF file are under two different umbrellas. The first three fields, on the left, are under an umbrella called **BATCH ID**. The next three fields are under an umbrella called **DOCUMENT ID**. You will be using the Document ID fields to access your documents.

TAB to the ***TRAN*** field, under the ***Document ID umbrella*** and type ***PV***

Type ***FUN*** in the DEPT field

Type ***10008*** in the ***ORGN/Number*** field

Press ***<ENTER>***

Your screen should look similar to the one below.

```
ACTION: S  SCREEN: SUSF          M  M  A  R  S                09/12/97 14:28:36
DOCUMENT SUSPENSE FILE INQUIRY
FUNCTION:
     S
     E ----BATCH ID---- -----DOCUMENT ID------                LAST    LAST
     L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  STAT  APPRV  DATE    USER
     - ---- ---- ------ ---- ---- ------------ ----- ----- ------ ------
 00-                    pv   fun  10008
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
```

Press ***<ENTER>***

```
ACTION: R  SCREEN: SUSF          M  M  A  R  S                09/15/97 10:03:41
DOCUMENT SUSPENSE FILE INQUIRY
FUNCTION:
     S
     E ----BATCH ID---- -----DOCUMENT ID------                LAST    LAST
     L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  STAT  APPRV  DATE    USER
     - ---- ---- ------ ---- ---- ------------ ----- ----- ------ ------
 00-
 01-    .    .    .      PV   FUN  10008251EMF  DONE  00000 970908 CTRTRE
 02-    .    .    .      PV   FUN  10008251KRD  DONE  00000 970908 CTRTR1
 03-    .    .    .      PV   FUN  10008251PMC  DONE  00000 970908 CTRTR2
 04-    .    .    .      PV   FUN  10008888888  HELD  00000 941107 CTRTR2
 05-    .    .    .      PV   FUN  10009898769  HELD  00000 940819 CTRTR1
 06-    .    .    .      PV   FUN  10009999BJG  REJCT 00000 941130 PGSABS
 07-    .    .    .      PV   FUN  10009999999  HELD  00000 950728 CTRAEM
 08-    .    .    .      PV   FUN  2000AMK1234  REJCT 00000 950807 CTRTR5
 09-    .    .    .      PV   FUN  20005444444  REJCT 00000 941117 OCDAD4
 10-    .    .    .      PV   FUN  40005182JM1  REJCT 00000 940902 CTRTR1
 11-    .    .    .      PV   FUN  44445555555  REJCT 00000 950601 CTRAAI
 12-   PV   FUN  DMR001  .    .    .   .        REJCT 00000 941026 MRCBCY
 13-   PV   FUN  DMR001  PV   FUN  10005299DR2  REJCT 00000 941026 MRCBCY
```

This brings up a listing of Payment Vouchers (PV). Notice, the entries begin on the line numbered 01.

The following fields make up you Document Id number:

TRAN The **TRAN** column lists the transaction or document that you wish to view.

DEPT The **DEPT** column lists your department three letter code.

ORGN The **ORGN** column lists your department organization code that you process document with.

NUMBER The **NUMBER** column lists the document seven character/digit number that uniquely identifies the document.

Other fields on the SUSF screen:

STAT The **STAT** column shows you that you have reached a particular status within your document.

The table below lists the six possible status' and how long they will appear on the Suspense file. Remember, the Suspense File is a temporary holding file/table. All documents will eventually disappear off this file, except for the Pend (1,2,3,4,5) status.

CANCEL	**DOES NOT APPEAR**
DELETE	**OVER NIGHT**
SCHED	**OVERNIGHT**
DONE	**3 DAYS**
HELD	**60 DAYS**
REJECT	**60 DAYS**
PEND (1,2,3,4,5)	**FOREVER!**

Each department has someone in charge of Suspense File management. This individual makes certain that Held documents are released, Rejected documents are corrected and Pend documents are approved by the appropriate departments.

APPRV The next column is the APPROVAL column. Notice, the column has a five space field. Each field represents a PEND status. The codes are **Y** for Yes (approvall is needed by an overseeing department) or **A** for Approval (an approval has been given by an overseeing department on this document). Otherwise, the field is filled in with zeros, (no approval necessary by any overseeing department).

The PEND status is represented by the position of the **Y** or **A**. The first space is reserved for Department Approval, Pend1 (Y0000). The second field is for Secretariate Approval, PEND2 (0Y000) status documents. The third space is for OSD, ANF or BGT approval, PEND3 (00Y00) status documents. The forth space was for OSD on Special Purchases, PEND4 (000Y0) documents, which are no longer used. The fifth, and final, space is reserved for the Comptrollers Approval, PEND5 (0000Y) documents.

LAST DATE This field shows the last date this document was changed. This date only updates when changes are made to the document and does not change when you view the docuemnt in a SCAN Mode.

LAST USER The LAST USER field displays the MMARS UAID of the last person changing a document along with the last date field.

It is possible to go directly into a document from this screen.

Make sure there is an ***S*** for selection in the ACTION field

Use the ***F9*** key to Line 01 of the ***SEL*** field

Press ***<ENTER>***

This will bring you into the document screen.

```
FUNCTION:                    DOCID: PV FUN 1000 8251EMF        09/15/97 10:06:09
                             BATID:                          STATUS: DONE

                  PAYMENT VOUCHER DOCUMENT

PV/INVOICE RECEIPT DATE: 09 08 97  ACCTG PRD:        BUDGET FY: 98
                 ACTION: E                       SCH PAY DATE: 10 05 97
          OFF LIAB ACCT:                            COMMENTS:
                                                 DOCUMENT TOTAL:          60.00

BUSINESS FUNCTION CODE: 100          STANDARD TEXT CODE:
   PAY REF NUM:                            PAYMENT FLAG: N
    REF DOC ID:                                 PV TYPE:
                                  ENTERED VIA INTERFACE: N
   VENDOR CODE: 041982185 0003           EMPLOYEE FLAG:
   VENDOR NAME: GEM PEERLESS ELECTRIC SUPPLY
       ADDRESS:
                965 MAIN STREET
                QUINCY            MA          ZIP: 02107


A--*HS60-DOCUMENT MARKED FOR READ ONLY
```

Once you have finished viewing the document, you can return to the Suspense File (SUS4), from here. The **FUNCTION:** field will take one of two possible codes to exit the Document Screen. Let's go back to the SUSF file.

Press ***<HOME>*** to the ***FUNCTION:*** field

Type ***FD (or END)*** in the ***FUNCTION:*** field

Press ***<ENTER>***

While inside a document and you make an addition and/or change to the document, you must re-edit this document before MMARS will allow you to exit from it.

If you attempt to exit the document without saving the changes, you will get the message "**Must Save/Discard Document**". If you get this message, follow these directions:

Press ***<HOME>*** to the ***FUNCTION:*** field

Type ***ED (or EDIT)*** in the ***FUNCTION:*** field

Press ***<ENTER>***

By following this command sequence, MMARS will save any and all changes made to your document. After editting your document, follow the instructions above to exit your document.

Lesson 3
Topic 2: Alternate Views of the Suspense File

NAVIGATION COMMANDS:

Actions Covered: **L (Super Leafing)**

There are several views of the Suspense file. To view these, you will use a new command, ***L - Super Leaf***. The appendix has a list of all the tables that Super Leaf.

```
ACTION: S  SCREEN: SUSF          M  M  A  R  S                12/02/97 15:49:18
DOCUMENT SUSPENSE FILE INQUIRY
FUNCTION:
     S
     E ----BATCH ID---- -----DOCUMENT ID------                LAST   LAST
     L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  STAT  APPRV  DATE   USER
     - ---- ---- ------ ---- ---- ------------ ----- ----- ------ ------
 00-
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
```

Practice and call up a Payment Voucher. Remember to enter the DOC ID under the Document umbrella, and NOT the Batch umbrella.

Type an ***S*** in the ACTION field

Type ***PV FUN 10008*** and Press ***<ENTER>***

Your screen should look similar to the one below.

```
ACTION: R  SCREEN: SUSF          M  M  A  R  S                07/02/97 14:49:38
DOCUMENT SUSPENSE FILE INQUIRY
FUNCTION:
    S
      E ----BATCH ID---- -----DOCUMENT ID------                LAST   LAST
        L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  STAT  APPRV  DATE   USER
          - ---- ---- ------ ---- ---- ------------ ----- ----- ------ ------

00-
01-   .    .    .      PV   FUN  10008251EMF  DONE  00000 970908 CTRTRE
02-   .    .    .      PV   FUN  10008251KRD  DONE  00000 970908 CTRTR1
03-   .    .    .      PV   FUN  10008251PMC  DONE  00000 970908 CTRTR2
04-   .    .    .      PV   FUN  10008888888  HELD  00000 941107 CTRTR2
05-   .    .    .      PV   FUN  10009898769  HELD  00000 940819 CTRTR1
06-   .    .    .      PV   FUN  10009999BJG  REJCT 00000 941130 PGSABS
07-   .    .    .      PV   FUN  10009999999  HELD  00000 950728 CTRAEM
08-   .    .    .      PV   FUN  2000AMK1234  REJCT 00000 950807 CTRTR5
09-   .    .    .      PV   FUN  20005444444  REJCT 00000 941117 OCDAD4
10-   .    .    .      PV   FUN  40005182JM1  REJCT 00000 940902 CTRTR1
11-   .    .    .      PV   FUN  44445555555  REJCT 00000 950601 CTRAAI
12-   PV   FUN  DMR001 .    .    .    .       REJCT 00000 941026 MRCBCY
13-   PV   FUN  DMR001 PV   FUN  10005299DR2  REJCT 00000 941026 MRCBCY
```

The other views of the Suspense file present some new information and display it with the fields in a different order.

Let's Super Leaf to the next view.

Place ***L*** in ACTION and Press ***<ENTER>***

Your screen should look similar to the one below.

```
ACTION: R  SCREEN: SUS2          M  M  A  R  S                09/15/97 10:22:37
DOCUMENT SUSPENSE FILE INQUIRY 2
FUNCTION:
     S
     E  ----BATCH ID---- -----DOCUMENT ID------                ENTRY   LAST
     L  TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  STAT  APPRV  DATE    USER
     -  ---- ---- ------ ---- ---- ------------ ----- ----- ------ --------
00-
01-     .    .    .      CD   MDC  1000 AAAAAAA SCHED 00000 960716 CTRTRE
02-     .    .    .      CT   FUN  1000 7199JK4 REJCT 00000 970911 CTRAA1
03-     .    .    .      CT   REG  2000 4055001 SCHED 00000 940224 SOCRAT
04-     .    .    .      CU   DES  1000 5292001 SCHED 00000 941019 OFF-LI
05-     .    .    .      CU   DES  1000 5292002 SCHED 00000 941019 OFF-LI
06-     .    .    .      CU   DES  1000 5292003 SCHED 00000 941019 OFF-LI
07-     .    .    .      CU   DES  1000 5292007 SCHED 00000 941019 OFF-LI
08-     .    .    .      EB   DPW  1000 1234567 REJCT 00000 950612 CTRAH6
09-     .    .    .      EB   FUN  1000 ZZZZZZ1 HELD  00000 970603 CTRABG
10-     .    .    .      FA   DOC  2014 6137JMF REJCT 00000 960709 CTRABG
11-     .    .    .      FC   DEM  1000 0000000 HELD  00000 940310 SOCRAT
12-     .    .    .      FC   DOC  2014 6292SMP SCHED 0000Y 951019 CTRTRH
13-    IE   FRI  000095 .    .    .    .       HELD  00000 940908 OFF-LI
```

This screen is called **SUS2.** Notice that the fields are not very different from **SUSF**. However, the order of the information has changed. SUS2 displays the ENTRY DATE of the document where as SUSF displays the LAST DATE.

Let's continue your trip to the next view of Suspense. Super Leaf to **SUS3**,

Type an ***L*** in the ACTION field and Press ***<ENTER>***

Your screen should look similar to the one below.

```
ACTION: R  SCREEN: SUS3          M  M  A  R  S                09/15/97 10:23:25
DOCUMENT SUSPENSE FILE INQUIRY
FUNCTION:
    S
    E       ----BATCH ID---- -----DOCUMENT ID------          ENTRY  LAST   LAST
    L STAT  TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  APPRV  DATE   DATE   USER
    - ----- ---- ---- ------ ---- ---- ------------ ----- ------ ------ ------
00-
01-   DONE  IE   FRI  000135 .    .    .    .       00000 931007 931021 DABGRO
02-   DONE  IE   FRI  000143 .    .    .    .       00000 960829 961015 CTRABD
03-   DONE  IE   FRI  000144 .    .    .    .       00000 960829 961016 CTRTR2
04-   DONE  IE   FRI  000145 .    .    .    .       00000 960829 961016 CTRTR1
05-   DONE  IE   FRI  000146 .    .    .    .       00000 960829 961016 CTRTR2
06-   DONE  IE   FRI  000158 .    .    .    .       00000 931216 931216 MTSTRA
07-   DONE  IE   FRI  000159 .    .    .    .       00000 931216 931216 MTSTRA
08-   DONE  IE   FRI  000161 .    .    .    .       00000 931216 931216 DABGRO
09-   DONE  IE   FRI  000174 .    .    .    .       00000 970418 970418 CTRTRE
10-   DONE  IE   FUN  000001 .    .    .    .       00000 950427 950525 CTRABN
11-   DONE  IE   MON  000001 .    .    .    .       00000 940430 941103 CTRACI
12-   DONE  IE   MON  000016 .    .    .    .       00000 940603 950425 CTRACI
13-   DONE  IE   MON  000020 .    .    .    .       00000 940811 970818 CTRAID
```

View of the SUS3 file groups/sorts documents by status. It is used by oversight departments who need to approve documents. For example, the Comptroller's Office needs to approve certain PEND5 documents. From this screen they would key in the STATUS of PEND5.

Department's may wish to check on the status of their documents to be certain that the work entered on the previous day processed correctly in MMARS. By checking the HOLD and REJECT status documents daily, departments keep the Suspense files up to date and also are aware of problem documents that need to be resolved.

With the ***R*** in the ACTION field, Press ***<ENTER>***

Let's look at the last view of the Suspense File, SUS4. This view groups/sorts documents by department and allows users to look at all the department's documents which are on the Suspense file.

Super Leaf to **SUS4.**

```
ACTION: R  SCREEN: SUS4          M  M  A  R  S              09/15/97 10:24:22
DOCUMENT SUSPENSE FILE INQUIRY
FUNCTION:
    S
    E                                  ----BATCH ID----        ENTRY  LAST   LAST
    L DEPT ORG  STAT  TRAN NUMBER  TRAN DEPT NUMBER APPRV  DATE   DATE   USER
    - ---- ---- ----- ---- ------- ---- ---- ------ ----- ------ ------ ------
00-
01-   .    .    DONE  .    .       IV   WED  000144 00000 930902 940324 SOCRAT
02-   .    .    HELD  .    .       IV   TUE  000141 00000 930902 930902 OFF-LI
03-   .    .    ????? .    .       IV   THU  000116 00000 930902 931123 SOCRAT
04-   .    .    REJCT .    .       PG   OSC  WAV555 00000 960521 960521 CTRTR4
05-   .    .    SCHED .    .       IE   THU  000137 00000 931126 940324 MTSTRA
06-   AAA  1000 REJCT RB   0000001 .    .    .      00Y00 970912 970912 OFF-LI
07-   AAA  1000 REJCT RB   0000002 .    .    .      00Y00 970912 970912 OFF-LI
08-   AAA  1000 REJCT RB   0000003 .    .    .      00Y00 970912 970912 OFF-LI
09-   AAA  1000 REJCT RB   0000004 .    .    .      00Y00 970912 970912 OFF-LI
10-   ADD  0100 REJCT PD   D085001 .    .    .      00000 931104 961209 CTRAID
11-   ANF  1000 REJCT PG   5270001 .    .    .      00000 950127 970618 CTRABE
12-   BBB  1000 REJCT RB   0000005 .    .    .      00Y00 970912 970912 OFF-LI
13-   BBB  1000 REJCT RB   0000006 .    .    .      00Y00 970912 970912 OFF-LI
```

Once on the **SUS4**,

Type an ***S*** in the ACTION field

F9 to Line 00 and ***TAB*** to the DEPT field under the DOCUMENT ID umbrella

Type in your three letter department code
(For training, key in **FUN**)

Press ***<ENTER>***

Your screen should look similar to the one below.

```
ACTION: R  SCREEN: SUS4          M  M  A  R  S                07/03/97 08:27:35
DOCUMENT SUSPENSE FILE INQUIRY
FUNCTION:
    S
    E                                    ----BATCH ID----          ENTRY  LAST   LAST
    L DEPT ORG  STAT  TRAN NUMBER  TRAN DEPT NUMBER APPRV  DATE   DATE   USER
    - ---- ---- ----- ---- ------- ---- ---- ------ ----- ------ ------ ------
00-
01-   FUN  CTRJ HELD  JV   OHN0001 .    .    .      00000 950623 950623 CTRAH6
02-   FUN  CTRJ REJCT JV   OHNM001 .    .    .      00000 950623 950623 CTRAH6
03-   FUN  0000 REJCT PV   0000SAK .    .    .      00000 950926 970915 CTRACI
04-   FUN  0000 REJCT PV   00000SK .    .    .      00000 950926 970821 CTRAID
05-   FUN  0000 REJCT PV   0000000 .    .    .      00000 950926 970821 CTRAID
06-   FUN  1000 DONE  PD   8251EMF .    .    .      00000 970908 970908 CTRTRE
07-   FUN  1000 DONE  PD   8251KRD .    .    .      00000 970908 970908 CTRTR1
08-   FUN  1000 DONE  PD   8251PMC .    .    .      00000 970908 970908 CTRTR2
09-   FUN  1000 DONE  PG   8251EMF .    .    .      00000 970908 970908 CTRTRE
10-   FUN  1000 DONE  PG   8251KRD .    .    .      00000 970908 970908 CTRTR1
11-   FUN  1000 DONE  PG   8251PMC .    .    .      00000 970908 970908 CTRTR2
12-   FUN  1000 DONE  PV   8251EMF .    .    .      00000 970908 970908 CTRTRE
13-   FUN  1000 DONE  PV   8251KRD .    .    .      00000 970908 970908 CTRTR1
```

The Suspense File, in any view, can be used as an entry point into a document. Let's try it.

Press your ***<HOME>*** key and put an ***S*** in the ACTION field.

Use ***F9*** to move the cursor on the line of the transaction you wish to view. (Press F9 until cursor is on Line 12)

Press ***<ENTER>***

This should bring you into the document you selected.

```
FUNCTION:                  DOCID: PV FUN 1000 8251EMF        09/15/97 11:10:42
                           BATID:                          STATUS: DONE

                PAYMENT VOUCHER DOCUMENT

PV/INVOICE RECEIPT DATE: 09 08 97  ACCTG PRD:        BUDGET FY: 98
                 ACTION: E                        SCH PAY DATE: 10 05 97
          OFF LIAB ACCT:                             COMMENTS:
                                                  DOCUMENT TOTAL:          60.00

BUSINESS FUNCTION CODE: 100           STANDARD TEXT CODE:
   PAY REF NUM:                              PAYMENT FLAG: N
    REF DOC ID:                                   PV TYPE:
                                    ENTERED VIA INTERFACE: N
   VENDOR CODE: 041982185 0003              EMPLOYEE FLAG:
   VENDOR NAME: GEM PEERLESS ELECTRIC SUPPLY
       ADDRESS:
                965 MAIN STREET
                QUINCY             MA          ZIP: 02107


A--*HS60-DOCUMENT MARKED FOR READ ONLY
```

The user can view the document or make any changes necessary, if their security allows.

To leave the document and get back to the Suspense File, once again

Press ***<HOME>***, and type ***FD (END)*** in the ***FUNCTION:*** field

Press ***<ENTER>***

This will back you up to the SUS4 screen.

```
ACTION: R  SCREEN: SUS4          M  M  A  R  S                09/15/97 11:11:07
DOCUMENT SUSPENSE FILE INQUIRY
FUNCTION:
    S
    E                                    ----BATCH ID----          ENTRY  LAST   LAST
    L DEPT ORG  STAT  TRAN NUMBER  TRAN DEPT NUMBER APPRV  DATE    DATE   USER
    - ---- ---- ----- ---- ------- ---- ---- ------ ----- ------ ------ ------
00-
01-   FUN  1000 DONE  PV   8251EMF .    .    .      00000 970908 970908 CTRTRE
02-   FUN  1000 DONE  PV   8251KRD .    .    .      00000 970908 970908 CTRTR1
03-   FUN  1000 DONE  PV   8251PMC .    .    .      00000 970908 970908 CTRTR2
04-   FUN  1000 DELET SR   BAC0000 .    .    .      00000 970206 970912 ITDAIT
05-   FUN  1000 HELD  EB   ZZZZZZ1 .    .    .      00000 970603 970603 CTRABG
06-   FUN  1000 HELD  IE   0BAC001 .    .    .      00000 950510 950510 CTRAID
07-   FUN  1000 HELD  JV   JMM0006 .    .    .      00000 950628 950628 CTRAH6
08-   FUN  1000 HELD  NF   5300CLP .    .    .      00000 950418 950418 CTRTR2
09-   FUN  1000 HELD  PD   WWWWWWW .    .    .      00000 960105 970422 CTRTRL
10-   FUN  1000 HELD  PD   6325001 PD   FUN  121211 00000 951214 960315 CTRABG
11-   FUN  1000 HELD  PG   HHHHHHH .    .    .      00000 951025 951024 DOSAAH
12-   FUN  1000 HELD  PG   5000200 .    .    .      00000 941104 970422 CTRTRK
13-   FUN  1000 HELD  PG   6RJP006 .    .    .      00000 960624 960624 CTRAA1
```

Congratulations !!!

You are now an experienced MMARS System Navigator !!!

Thank You For Traveling MMARS

APPENDIX

Final Skill Check

Reports

226G - Components of Actual Amount
562B - Department Expenditures by Appropriation

Super Leafing

List Of Subsidaries

Glossary of Budgetary Process Terms/Table Definitions

MMARS Tables and Inquiries

MMARS Transactions

Commonwealth of Massachusetts Department List

Final Skill Check(Answers)

INTRODUCTION TO MMARS - PART 1
FINAL SKILL CHECK

This is an "Open Keyboard" exercise. You need to be "ON-LINE" to find the answers to the questions presented. List your answers in the space beneath the questions. Please ask your instructor for help if any question proves difficult to answer.

1. What is the total approved appropriation amount for FY97, for the Fun department, appropriation number 1111 1111?.

2. What is the total encumbered amount to date for the FUN department in FY97 in the special employees/contracted services subsidiary, CC?

3. Does the Department of FUN have allotment controls placed upon it for this fiscal year in the General Fund, 010? What table gives you this answer?

4. What result do you expect within MMARS tables when pressing PF4 (or ALT4)?

5. What are the four appropriation account types listed below?

   01 _____
   02 _____
   03 _____
   04 _____

6. How would you navigate to the **APR2** screen?

7. What are the Logon steps to access MMARS Production?

INTRODUCTION TO MMARS - PART 1
REPORTS

The **MMARS** system produces outputs, (approval documentation, invoices/statements, reports). The greatest amount of these outputs come in the form of reports. These reports display a history of your financial files. Two reports which display information similar to the files you explored in Module 1 are:

226G COMPONENTS OF ACTUAL AMOUNT
562B DEPARTMENTAL EXPENDITURES BY APPROPRIATION

The first report we will look at is the **226G, COMPONENTS OF ACTUAL AMOUNT**. This report is an Audit Trail Report. This means that the report must be kept at your office. The time the report must be held is determined by when your department is audited. Reports should be held for one year after the last audit.

All reports are set up in a standardized format. The upper left corner of the report always displays the **RUN DATE** and the **RUN TIME**. The run date displays the month, day, and year. The RUN TIME uses a 24 hour clock. The first two digits represent the hour, the second two digits represent the minutes. The hour and the minutes are separated by a colon. Beneath the RUN TIME area is the three letter abbreviation for the department name. It is followed by the run number for the report. This is a number which is generated and printed on the report when it is run.

The upper right of the report displays the **REPORT PAGE**, the **REPORT ID**, and finally, the **BUDGET FISCAL YEAR**. Our report ID is listed as: **RPT226G**.

The top, center section of our report always displays the same heading. It is the source of all report information.

COMMONWEALTH OF MASSACHUSETTS
MMARS - MASSACHUSETTS MANAGEMENT ACCOUNTING AND REPORTING SYSTEM

Directly beneath the heading, and also centered, is the report name. In this case it is "**COMPONENTS OF ACTUAL AMOUNT**".

Listed beneath the report name is the "**SORT**" information, which tells us how the report information is organized. This area is similar to the KEY information on the computer. This line tells us that the COMPONENT OF ACTUAL AMOUNT report is sorted by DEPT, APPROPRIATION and SUBSIDIARY.

The last centered line gives us the Budget FY the report was run for, and tells us what time period the report encompasses. The 226G tells us the report is through PER 02. This means that the financial information includes all information from the beginning of the fiscal year up to the closing of accounting period two. Period closings usually occur on the second Saturday of the month. The MMARS News screen will always give the exact date of the period closing for a specific month.

This specific report, along with most of the 200 series, is an expenditure control report. It is useful for budget analysis. It gives the financial standing of an account as of the close of the accounting period.

The following information represents the standard documentation of this report:

Description, frequency, and distribution

RPT226G displays the status of department appropriations including expended, encumbered, balance forward and reverted amounts. It includes all accounts which are active and inactive during a particular budget fiscal year. The report includes state appropriations (Type 01), capital appropriations (type 02), expendable trust accounts (type 03) and Federal grants (type 04). RPT226G is distributed to departments after the close of each accounting period; it is also distributed weekly during the accounts payable period when two budget fiscal years are open.

The sort order of RPT226G is department, appropriation, and subsidiary, subtotaling at appropriation and totaling at department.

RPT226G is an **audit trail** report.

Intended audience and use

RPT226G will be used by department fiscal officers to monitor the level of expenditures and encumbrances against available amounts. When the Balance Forward program has been run for the year, the report also provides totals of the Balance Forward and Reverted amounts for both continuing and non-continuing accounts.

Detailed description

DEPARTMENT: Three position department alpha code with department name.

APPROP: Eight digit appropriation account number.

APPROP NAME: The name assigned to the eight digit appropriation account number.

IND: Indicator field which shows whether an appropriation account is active or inactive. A blank indicates an active account and the letter **"I"** indicates an inactive account.

SUB: Two letter subsidiary code. Expendable trusts (account type 03) and Federal grants (account type 04) are always coded **"00"**.

TOTAL AVAILABLE: The sum of Net Approp Amount plus Beg Balance Amount and Restricted receipts, as calculated and displayed on RPT225G.

PRE ENCUMBERED, ENCUMBERED: Total balance pre-encumbrances and encumbrances to date for this appropriation account and subsidiary.

EXPENDED AMOUNT:	Total expenditures to date for this appropriation account and subsidiary.
TOTAL EXPENSES:	The total of all pre-encumbrances, encumbrances and expenditures to date for each appropriation account and subsidiary.
UNSPENT BALANCE:	Total available minus total expenses.
BALANCE FORWARD AMOUNT:	If the appropriation account is a continuing account (i.e., if the 'multi-year indicator' on the ASTA table is set to "Y"), all of the amount in Unspent Balance column will be carried forward. If the appropriation account is not a continuing account, or is partially a continuing account (i.e., if the 'multi-year indicator on the ASTA table is set to ("P" or "X"), the amount in the Unspent Balance column will be carried forward and a figure will appear in the Reverted Amount column when the Balance Forward program is run for the year.
REVERTED AMOUNT:	If the appropriation account is not a continuing account (i.e., if the multi-year indicator' on the ASTA table is set to 'N'), the amount in the Unspent Balance column will revert and appear in this column.
TOTALS:	The subtotal for all subsidiaries within the appropriation account for all columns of the report.
BUFY DEPT TOTALS:	The total for all appropriation accounts for all columns for the department for the budget fiscal year as of the date of the report.

REPORT PAGE: 1
RUN TIME: 05:31
DATE: 08/13/97
OSC

MMARS - MASSACHUSETTS MANAGEMENT ACCOUNTING AND REPORTING SYSTEM
C O M M O N W E A L T H O F M A S S A C H U S E T T S

REPORT ID: RPT226G RUN

BUDGET FY 1997

COMPONENTS OF ACTUAL AMOUNT
BY DEPARTMENT, APPROPRIATION AND SUBSIDIARY
BUDGET FY 97 THROUGH PER 12

DEPARTMENT: FUN DEPARTMENT OF FUN

APPROP	APPROP NAME	IND	SUB	TOTAL AVAILABLE	PRE-ENCUMBERED ENCUMBERED	EXPENDED AMOUNT	TOTAL EXPENSES	UNSPENT BALANCE	BALANCE FORWARD AMOUNT	REVERTED AMOUNT
10000001	FUN		AA	5,150,602	0	5,150,582	5,150,582	20	0	20
			BB	37,574	150	37,424	37,574	0	0	0
			CC	68,225	0	68,225	68,225	0	0	0
			DD	53,998	0	53,867	53,867	130	0	130
			EE	174,949	1,394	173,554	174,949	0	0	0
			HH	1,128,890	0	1,128,171	1,128,171	719	0	719
			JJ	2,406	250	2,156	2,406	0	0	0
			KK	0	0	0	0	0	0	0
			LL	149,221	32,171	117,049	149,221	0	0	0
TOTALS:				6,765,867	33,966	6,731,030	6,764,996	870	0	870
10000002	REVENUE MAX PER		AA	0	0	0	0	0	0	0
			DD	0	0	0	0	0	0	0
TOTALS:				0	0	0	0	0	0	0
10000004	VENDOR MMARS TR		00	1,000	0	1,000	1,000	0	0	0
10001111	BEACON		00	8,830	0	8,830	8,830	0	0	0
10008921	BARS DEVELOPMEN		00	18,236	0	18,236	18,236	0	0	0
10008922	REMMARS DEVELOP		00	164,606	0	164,606	164,606	0	0	0

DEPARTMENTAL EXPENDITURES BY APPROPRIATION
562B

This final report is not an Audit trail report. It is run weekly. You can see this by looking at the date field in the top center section of the report.

This report takes the information we see displayed on the ASUM file in MMARS a step farther. if you recall, the ASUM screen shows us how much money is available in each subsidiary. The 562B report not only gives us a breakdown of our expenditures by Dept., appropriation and subsidiary, but it further breaks down our subsidiary expenditures by object code.

The ASUM shows us how much money is available to commit and expend. The 562B shows us where we spent our money. This is another good budgetary expenditure report.

The following information represents the standard documentation of this report:

Description, frequency, and distribution

RPT562B shows commitments and expenditures made each week by the department for each of its appropriation accounts. It reports this information at the subsidiary, object code and sub-object code levels.

RPT562A and RPT562B are similar reports: RPT562A is a year-to-date report which can be produced with any end date but is normally run at the end of the month; RPT562B is a period report produced weekly. In addition, RPT562A also includes a column identifying uncommitted balance information.

The sort order of RPT562B is department, appropriation, subsidiary, object and subobject, subtotaling at subsidiary and totaling at appropriation.

Intended audience and use

MMARS requires that transactions which commit or expend funds reference an object of expenditure code indicating the precise nature of a planned or actual expenditure. MMARS further permits departments to establish, for their own use, sub-objects, or further distinctions within object codes. The coding of subobject on MMARS documents is not required.

Funds are appropriated and budgeted at the subsidiary level. However, many managers with responsibility for specific appropriation accounts may need to track obligations and expenditures at the more detailed object code level. RPT562B is intended to help managers do this, on a period basis. If commitments in an account or subsidiary are unacceptably high (as revealed by, for example, RPT500A, the Appropriation Control Report), RPT562B can help isolate the cause. It is also an important source of historical information for preparing budgets.

Detailed description

DEPARTMENT:	Three position department code and name of department.
APPROPRIATION:	Eight digit appropriation account number and name of appropriation account.
SUB:	Two letter subsidiary code. Federal grants (account type 04) are always coded "**00**".
OBJ:	Three character object of expenditure code.
SUB OBJ:	Two digit sub-object expenditure classification field to define objects of expenditure at a more precise level.
DESCRIPTION:	Description of the object or sub-object of expenditure.
PRE-ENCUMBERED:	If a transaction pre-encumbers funds or reverses a pre-encumbrance, the year-to-date total appears in this column.
ENCUMBERED:	If a transaction encumbers funds or reverses an encumbrance, the year-to-date total appears in this column.
EXPENDED:	The sum of year-to-date expenditure transactions appears in this column.
TOTAL COMMITTED:	The sum of the pre-encumbered, encumbered and amounts for the object or sub-object.
TOTAL FOR SUBSIDIARY:	If appropriation is a Federal Grant, the total pre-encumbered, encumbered, expended, and committed of all object codes for the subsidiary.
(Unlabeled field)	The total pre-encumbered, encumbered, expended, and committed of all subsidiaries for the appropriation.

RUN DATE: 08/13/97 C O M M O N W E A L T H O F M A S S A C H U S E T T S REPORT PAGE: 1
RUN TIME: 08:02 MMARS - MASSACHUSETTS MANAGEMENT ACCOUNTING AND REPORTING SYSTEM REPORT ID: RPT562B
FUN BUDGET FISCAL YEAR 1997

DEPARTMENTAL EXPENDITURES BY APPROPRIATION
08/06/97 THROUGH 08/12/97

DEPARTMENT: FUN DEPARTMENT OF FUN

SUB	OBJ	SUB OBJ	DESCRIPTION	PRE-ENCUMBERED	ENCUMBERED	EXPENDED	TOTAL COMMITTED		
APPROPRIATION: 11111111 DEPARTMENT OF FUN									
EE	E11		INFO TECHNOLOGY SUPPLIES	0.00	-9.40	9.40	0.00		
TOTAL FOR SUBSIDIARY:				0.00	-9.40	9.40	0.00		
				0.00	-9.40	9.40		0.00	

SUPER LEAFING

The following tables are connected by a Super Leaf:

Put an (**L**) in the action field to move between these tables.

BUDGET

ASTA - APR3 - APR4 - APR3

ASUM - APR1 - APR2 - APR1

TBAL - OLGL - OLG2

ESUM - EXPB

RSUM - REVB

FDEP - FUND

DEFA - DEF2 - FBLT

OIHT - OILT - OIHT

ENCUMBRANCES

OSRH - OSRL - OSRH

OSCH - OSCL - OSCH

CNAM - COMM - CPAT

PASC - PASI - PASM - PAVC - PATX

OPOH - OPOL - OPOC - OPOH

OPPH - OPPL - OPPH

OPRH - OPRL - OPRH

OLOH - OLOL - OLOH

PAYMENTS

OPVD - OHPV - OLPV - OHPV

OVIH - OVIL - OVIH

OPCH - OPCL - OPCH

VENDOR & DOCUMENT HISTORY

VNAM - VEND - VNAM

VHIS - VSRF - VDOC - VHIS

DHIS - DXRF - IDOC - DHIS

FIXED ASSETS

FBT1 - FBT2 - FBT1

FAS1 - FAS2 - FAS1

CASH MANAGEMENT

OCTH - OCTL - CTRE - OREH - OREL

LIST OF SUBSIDIARIES

AA: REGULAR EMPLOYEE COMPENSATION

BB: REGULAR EMPLOYEE RELATED EXPENSES

CC: SPECIAL EMPLOYEES/CONTRACTED SERVICES

DD: PENSION AND INSURANCE/RELATED EXPENDITURES

EE: ADMINISTRATIVE EXPENSES

FF: FACILITY OPERATIONAL SUPPLIES AND RELATED EXPENSES

GG: ENERGY COSTS AND SPACE RENTAL EXPENSES

HH: CONSULTANT SERVICES (Contracts)

JJ: OPERATIONAL SERVICES

KK: EQUIPMENT PURCHASE

LL: EQUIPMENT LEASE-PURCHASE, LEASE AND RENTAL MAINTENANCE AND REPAIR

MM: PURCHASED CLIENT HUMAN SERVICES, SOCIAL SERVICE AND NON-HUMAN SERVICES PROGRAMS

NN: CONSTRUCTION AND IMPROVEMENTS OF BUILDINGS AND MAINTENANCE OF INFRASTRUCTURE AND LAND ACQUISITION

PP: GRANTS AND SUPSIDIES

RR: ENTITLEMENT PROGRAMS

SS: DEBT PAYMENT

TT: LOANS AND SPECIAL PAYMENTS

00: ALL OBJECT CODES

GLOSSARY OF BUDGETARY PROCESS TERMS

SPENDING/PLANS AND MAINTENANCE ESTIMATES:

The Executive Office of Administration and Finance, Budget Bureau provides extensive packets of Instructions and Forms to the head of every department that receives budgetary appropriations. These forms enable each department to detail and summarize all projected financial activity (excluding capital outlay spending). These include Department Level, Account Level, Subsidiary/Detail Level, and Revenue Forms. The combined submission of these budgetary estimates and spending plans provide the basis for Department Head and Secretariat approval and subsequent review by the Budget Bureau and both the House AND Senate Ways and Means committees. The Fiscal Year 1994 Spending Plans and the Fiscal Year 1995 Maintenance Estimates were due for submission this year on Sep 17,1993 and Sep 24,1993 respectively.

HOUSE 1: The Governor's operating budget recommendation. It embodies all estimates, requests, and recommendations for appropriations, distribution of state revenues, and other authorizations for expenditures by Commonwealth departments in accordance with existing law (prior appropriations continued (PACS) and capital facility projects are excluded; however all Federal Grants are included.).

General Appropriation Act (GAA): The Commonwealth of Massachusetts's Budget voted by the Legislature and signed by the Governor.

Fiscal Year: A period of 12 consecutive months chosen by an entity as its accounting period for annual reports, e.g. the 1997 fiscal year (FY '97) extends from July 1, 1996 to June 30, 1997. Usually, fiscal year means accounting fiscal year on MMARS standard reports.

Appropriation: The amount authorized by the legislature for a specific period against which obligation can be incurred and expenditures can be made. Each appropriation is identified by an eight-digit appropriation number. The purpose of the appropriation and any other restrictive language is included in the GAA description. Appropriations which have a payroll subsidiary (AA) specify personnel costs authorized based upon the number of Full - Time - Equivalent (FTE) positions specified in the GAA line item.

Line Item: A specific total dollar amount for a specific appropriation.

Fund: Fund is a specific accounting entity with a self-balancing set of accounts which records revenue and expenditures for specific portions of state operations.

Retained Revenue: Also called Restricted Revenue. This type of revenue is classified as cash receipts which are available for expenditure for the purpose of specific activities. Authorization to expend these receipts is usually regulated by law. The appropriation account used for expenditure is referenced in the revenue budget.

DEPARTMENT TABLE (DEPT)

```
ACTION: R  SCREEN: DEPT          M  M  A  R  S                08/01/97 11:00:44
DEPARTMENT TABLE
KEY IS FISC YEAR, DEPARTMENT
 01-
     FISCAL YEAR: 98 DEPARTMENT: FUN  DEPT NAME: FUN DEPARTMENT
      SHORT NAME: FUN              DEPT MANAGER: BUTCH CASSIDY
        APPROVAL: Y  EXECUTIVE OFFICE:         REQ PAY RETURN: N
         RVB IND:        PROJ O/C IND: C              EXB IND:
 02-
     FISCAL YEAR: 98 DEPARTMENT: FWE  DEPT NAME: DEPT FISHERIES, WILDLIFE, ENVI
      SHORT NAME: FWE              DEPT MANAGER:
        APPROVAL: Y  EXECUTIVE OFFICE: 20      REQ PAY RETURN: N
         RVB IND:        PROJ O/C IND:                EXB IND:
 03-
     FISCAL YEAR: 98 DEPARTMENT: GCC  DEPT NAME: GREENFIELD COMMUNITY COMMTY
      SHORT NAME: GCC              DEPT MANAGER:
        APPROVAL: Y  EXECUTIVE OFFICE: 75      REQ PAY RETURN: N
         RVB IND:        PROJ O/C IND:                EXB IND:
```

FISCAL YEAR: The last two digits of the applicable fiscal year.

DEPT NAME: This field displays the long name of the department.

SHORT NAME: This field displays the short name of the department. It may be a repeat of the department's three letter code.

DEPT MANAGER: This field is available to list the department manager. It is almost always empty.

APPROVAL: This field has a **Y** for YES if the three letter department code selected is an accepted department within the General Appropriations Act.

EXECUTIVE OFFICE: This field displays a two digit code which represents the Secretariat that the department belongs to. (see "Department Listing By Secretariat" in the Appendix of this tutorial.)

REQ PAY RETURN: N = Department has not requested a report regarding payments made to vendors via an interface.
Y = Department has request a report regarding payments made to vendors via an interface.

RVB IND: Not in use at this time.

PROJ O/C IND: Not in use at this time.

EXB IND: Not in use at this time.

APPROPRIATION/ALLOCATION STATIC TABLE (ASTA)

```
ACTION: R  SCREEN: ASTA          M  M  A  R  S                08/01/97 12:01:51
 APPROPRIATION/ALLOCATION STATIC TABLE
 KEY IS FISC YEAR, DEPARTMENT, APPROPRIATION/ALLOCATION
 01-
     FISCAL YEAR: 98           DEPARTMENT: FUN       APPR/ALLOC: 11111111

       APPR TYPE: 01            AGRP CODE:
     PARENT DEPT:              PARENT APPR:
      START DATE: 07 01 96       END DATE: 06 30 97   SECD DEPT:
            FUND: 010         ORGANIZATION:           REPT CATG: 0001
       LONG NAME: COMMISSION FOR FUN

      SHORT NAME: FUN

      STATUS IND: A        MY IND: N        FED CAT:
        LEG APRV: N      PROG OPT: N       ORG OPT: N   RECEIPT OPT: N
       ALLOT IND: 2         OPT 2:          PR IND: W         OPT 4:
           SPLIT: N         OPT 6:          PARENT: N         OPT 8:
         PAY SUB: Z        OPT 10:          OPT 11:          OPT 12:
     PROJ/SUB-PROJ/PHASE:                MULTI-PROJ:    PROJ ON EXP: N
```

FISCAL YEAR The last two digits of the applicable fiscal year.

DEPARTMENT The Department associated with this appropriation/allocation.

APPROPRIATION The 8 digit appropriation/allocation account number.

APPROPRIATION TYPE The 2 digit code to indicate the type of appropriation.
01 = state appropriations
02 = capital project accounts
03 = trust accounts
04 = federal grants

AGRP CODE **??????**

PARENT DEPT Required if this record is an allocation. This field points to the department from which this allocation was created.

PARENT APPROP Required if this record is an allocation. This field points to the appropriation from which this allocation was created.

START DATE The date on which this appropriation begins.

END DATE The date on which this appropriation ends.

FUND The fund which will be inferred when this appropriation/allocation is referenced.

ORGANIZATION The organization associated with this appropriation/allocation.

REPT CATG This is used for federal grants and it is set up by departments. This is usually used to report expenditures via Federal Fiscal Year.

LONG NAME The name assigned to this appropriation/allocation.

SHORT NAME	The short name assigned to this appropriation/allocation.
STATUS INDICATOR	Indicates whether this appropriation is active (**A**) or inactive (**I**).
MY IND	A **"Y"** in this field indicates a multi-year appropriation.
LEGISLATIVE APPROVAL	A **"Y"** in this field indicates spending against this FLAG appropriation requires legislative approval.
PROGRAM OPTION	Enter **"Y"** to override the Expense Budget Organization Option set in FDEP.
ORGANIZATION OPTION	A **"Y"** is use to override the Expense Budget Organization Option set in FDEP. **"Y"** sets the option to **"Y"** for this appropriation or allocation, making **"orgs"** required on actuals and budgets.
RECEIPT OPTION	A **"Y"** is used to increase the appropriation spending authority between defined floor and ceiling. An **"N"** is entered to allow all receipts to increase the appropriation's spending authority.
ALLOTMENT INDICATOR	**"0"** means the appropriation has no allotment. **"1"** means it is 100% allotted. **"2"** means periodic allotments.
OPTION 2,4,6,8 **OPTION 10 & 12**	Under continued analysis.
PAY SUB:	A **"Z"** will be entered if this account is authorized to be established without subsidiaries (i.e. in 00 subsidiary). Otherwise, it is blank. Code is used in payroll interface with MMARS for processing and for correct subsidiary of payroll charges.

APPROPRIATION INQUIRY (APR1)

```
ACTION: R  SCREEN: APR1          M  M  A  R  S                  08/01/97 13:41:12
                        *** APPROPRIATION INQUIRY ***
 KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE, SUBSIDIARY

 FISCAL YEAR: 98   DEPARTMENT: FUN  APPR/ALLOC: 11111111  SUBSIDIARY: AA
 NAME: COMMISSION FOR FUN                          SUB NAME: REG-EMP-COMP
                                                EXPB/SUB OPT: Y

     APPROV APPR AMT:      1,000,000.00  CUR MOD APPROP AMT:   1,000,000.00
                                          YTD ALLOTMENT AMT:     250,000.00

     TRANSFER IN AMT:             0.00     TRANSFER OUT AMT:           0.00
       BEGINNING BAL:             0.00      PLANNED SAVINGS:           0.00
    ALLOCATED IN AMT:             0.00    ALLOCATED OUT AMT:           0.00
                                          PROJ SET ASIDE AMT:           0.00
                                           SPENDING PLAN AMT:   1,000,000.00

    ORIG EST REC AMT:             0.00      CUR EST REC AMT:           0.00
       RECEIPT FLOOR:             0.00      RECEIPT CEILING:           0.00
                                          INTRA-GOVT REV AMT:           0.00
    CASH RECEIPT AMT:             0.00     DEPT RECEIPT AMT:           0.00
                                          RESTRICTED REC AMT:           0.00
```

The following is a description of the fields of the APR1 screen:

FISCAL YEAR: The last two digits of the applicable fiscal year (usually the current fiscal year).

DEPARTMENT: Code of the department which owns this appropriation/allocation.

APPR/ALLOC: The appropriation number or allocation number.

SUBSIDIARY: The subsidiary relating to the account number.

NAME: The name assigned to this appropriation.

SUB NAME: The name of the subsidiary.

EXPB/SUB OPT: **"Y"** indicates that this expense budget is set by subsidiary, **"N"** indicates that it is organized by object code.

APPROV APPR AMT: The amount appropriated to this unit of appropriation when the budget was officially approved (i.e., when the Budget Approved indicator in the Fiscal Year Reference Table was changed to **"Y"**).

CUR MOD APPROP AMT: The current appropriated amount of this unit of appropriation, including changes made with adjustment actions on appropriation and allotment input form.

YTD ALLOTMENT AMT: Total amount allotted in this fiscal year.

TRANSFER IN AMT: The amount added to the account in an Appropriation Transfer Transaction.

TRANSFER The amount subtracted from the account in an Appropriation

OUT AMT: Transfer Transaction.

BEGINNING BALANCE: The cash available for this appropriation/sub at the beginning of The fiscal year.

PLANNED SAVINGS: The amount retained by the Fiscal Affairs Division and unavailable to the department.

ALLOCATED IN AMT: The amount that has been allocated into this account from another appropriation.

ALLOCATED OUT AMT: For parent appropriations, the amount that has been transferred to an allocation account.

PROJ SET ASIDE AMT: The PARS system allows Departments to "set aside" a certain amount of the funds appropriated for a particular appropriation account. This action commits funds from the appropriation to a PARS project.

SPENDING PLAN AMT: This field is computed as: Current Modified Appropriation Amount + Transfer In Amount + Allocated in Amount + Beginning Cash Balance - Transfer Out Amount - Planned Savings - Project Set Aside - Allocated Out Amount.

ORIG EST REC AMT: The original total of all monies expected to fund this appropriation.

CUR EST REC AMT: The total current estimated receipts that fund this appropriation.

RECEIPT FLOOR: The amount of revenue that must be received before the revenue collected against the appropriation becomes restricted and available for expenditure.

RECEIPT CEILING: The revenue balance that must be reached before the revenue collected becomes unrestricted and unavailable for expenditure.

INTRA-GOVT REV AMT: The amount of revenue received from intra-governmental transactions.

CASH RECEIPT AMT: The amount of receipts recorded by the State Treasurer's Office.

DEPT RECEIPT AMT: The amount of receipts recorded by departments.

RESTRICTED REC AMT: Restricted revenue available for expenditure. This field is updated by the cash receipt transaction and by the interface with the State Treasurer's Office.

APPROPRIATION INQUIRY (APR2)

```
ACTION: R  SCREEN: APR2          M  M  A  R  S                12/16/96 14:06:23
                      *** APPROPRIATION INQUIRY ***
 KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE, SUBSIDIARY

 FISCAL YEAR: 97   DEPARTMENT: FUN  APPR/ALLOC: 11111111  SUBSIDIARY: HH

 NAME: COMMISSION FOR FUN                          SUB NAME: CONSULTANT

      OBLIGATION CEILING AMT:  10,998,800.00
     EXPENDITURE CEILING AMT:   2,248,800.00
            PAYROLL HOLD AMT:           0.00
         PRE-ENCUMBERED AMT:      16,800.00
             ENCUMBERED AMT:   2,165,100.00
               ADVANCED AMT:           0.00
               EXPENDED AMT:      22,600.00
          PRIOR YEAR EXP AMT:           0.00
             EXPENSE BUD AMT:           0.00
         BALANCE FORWARD AMT:           0.00
                    --- AVAILABLE FUNDS ---
 UNCOMMITTED BALANCE:   8,794,300.00     UNEXPENDED BALANCE:   2,226,200.00
  INVESTMENT BALANCE:      N/A          NON INVEST CASH BAL:      N/A
   PERCENT COMMITTED:  20.04 %             PERCENT EXPENDED:   1.00 %
```

FISCAL YEAR: The last two digits of the applicable fiscal year (usually the current fiscal year).

DEPARTMENT: Code of department which owns this appropriation/allocation.

APPROPRIATION: The appropriation code or allocation code number.

SUBSIDIARY: The subsidiary code.

APPROP NAME: The name assigned to this appropriation.

SUB NAME: The name of the subsidiary.

OBLIGATION CEILING: This field is computed as:
Current Mod Appro Amt + Transfer In Amt + Begin Cash Balance - Transfer Out Amt - Planned Savings - Allocated Amt + Restricted Receipts.

EXPENDITURE CEILING: This field is computed as:
Advanced Amount + Expended Amount + Unexpended Amount.

PAYROLL HOLD AMOUNT: The amount that must be reserved to support payroll expenses for subsidiary AA and state appropriations with a subsidiary of 00.

PRE-ENCUMBERED AMOUNT: The total of all outstanding requisitions submitted against this unit of appropriation. Unit of appropriation is inferred from Expense Budget Application File Lines.

ENCUMBERED AMOUNT: The total of all outstanding purchase orders submitted against this unit of appropriation. Unit of appropriation is inferred from Expense Budget Application File Lines.

ADVANCED AMOUNT:	The amount of this appropriation/allocation reserved for advances.
EXPENDED AMOUNT:	The total amount spent against this unit of appropriation (i.e., total of all payment vouchers and expenditure of advance documents.
PRIOR YEAR EXPENDED AMOUNT:	The total amount spent by this appropriation in prior years.
EXPENSE BUDGET AMOUNT:	The budgeted funds available to this appropriation.
BALANCE FORWARD:	Amount to be brought forward next fiscal year, found on Prior Appropriation continued.
UNCOMMITTED BALANCE:	The funds remaining that are not committed to any expense item.
UNEXPENDED BALANCE:	Funds on hand including those funds that have been committed but not yet paid out.
INVESTMENT BALANCE:	This field displays the amt. of money, from the Obligation Ceiling, which is tied up in investments. The treasury should be contacted will in advance, if funds from these investments are needed for payments against encumbrances. Most commonly, this would involve Trust Funds, invested by the Treasury.
NON INVESTMENT CASH BALANCE:	The Obligation ceiling - the Investment Balance = The non investment cash balance.
PERCENT COMMITTED:	The percent of the current appropriation budget that is committed by pre encumbrances and encumbrances.
PERCENT EXPENDED:	The percent of the current appropriation budget that has been vouchered.

APPROPRIATION SUMMARY INQUIRY (APR3)

```
ACTION: R  SCREEN: APR3          M  M  A  R  S                  08/01/96 13:24:05
                        *** APPROPRIATION SUMMARY INQUIRY ***
 KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE

 FISCAL YEAR: 97   DEPARTMENT: FUN  APPR/ALLOC: 11111111
 NAME: COMMISSION FOR FUN
                                                EXPB/SUB OPT: Y

      APPROV APPR AMT:              0.00     CUR MOD APPROP AMT:    9,000,000.00
                                              YTD ALLOTMENT AMT:    2,250,000.00

      TRANSFER IN AMT:              0.00       TRANSFER OUT AMT:            0.00
        BEGINNING BAL:              0.00        PLANNED SAVINGS:            0.00
     ALLOCATED IN AMT:              0.00      ALLOCATED OUT AMT:            0.00
                                             PROJ SET ASIDE AMT:            0.00
                                              SPENDING PLAN AMT:    9,000,000.00

     ORIG EST REC AMT:              0.00        CUR EST REC AMT:            0.00
        RECEIPT FLOOR:              0.00        RECEIPT CEILING:            0.00
                                             INTRA-GOVT REV AMT:            0.00
     CASH RECEIPT AMT:              0.00       DEPT RECEIPT AMT:            0.00
                                            RESTRICTED REC AMT:            0.00
```

FISCAL YEAR: The last two digits of the applicable fiscal year (usually the current fiscal year).

DEPARTMENT: Code of the department which owns this appropriation/allocation.

APPROPRIATION: The appropriation number or allocation number.

NAME: The name assigned to this appropriation.

EXPB/SUB/OPT: "**Y**" indicates that this expense budget is set by subsidiary, "**N**" indicates that it is organized by object code.

APPROVED APPROPRIATION AMOUNT: The amount appropriated to this unit of appropriation when the budget was officially approved (i.e., when the Budget Approved indicator in the Fiscal Year Reference Table was changed to "**Y**").

CURRENT MODIFIED APPR AMOUNT: The current appropriated amount of this appropriation, including changes made with adjustment actions on appropriation and allotment input form.

YTD ALLOTMENT AMT: The amount added to the account in an Appropriation TransferTransaction.

TRANSFER IN AMT: The amount added to the account in an Appropriation Transfer Transaction.

TRANSFER OUT AMOUNT: The amount subtracted from the account in an Appropriation Transfer Transaction.

BEGINNING CASH BALANCE: The cash available for this appropriation/sub at the beginning of the fiscal year.

ALLOCATED IN AMOUNT: The amount that has been allocated into this account from another appropriation.

ALLOCATED OUT: For parent appropriations, the amount that has been transferred to an allocation account.

SPENDING PLAN AMOUNT: This field is computed as: Current Modified Appropriation Amount + Transfer In Amount + Beginning Cash Balance - Transfer Out Amount - Planned Savings - Allocated Amount.

ORIGINAL ESTIMATED RECEIPT AMT: The original total of all monies expected to fund this appropriation.

CURRENT ESTIMATED RECEIPT AMT: The total current estimated receipts that fund this appropriation.

RECEIPT FLOOR: The amount of revenue that must be received before the revenue collected against the appropriation becomes restricted and available for expenditure.

RECEIPT CEILING: The revenue balance that must be reached before the revenue collected becomes unrestricted and unavailable for expenditure by the department.

INTRA-GOVT REV AMOUNT: The amount of revenue received from intra-governmental transactions.

CASH RECEIPT AMOUNT: The amount of receipts recorded by the State Treasurer's Office.

DEPARTMENT RECEIPT AMOUNT: The amount of receipts recorded by departments.

RESTRICTED RECEIPT AMOUNT: Restricted revenue available for expenditure. This field is updated by the cash receipt transaction and by the interface with the State Treasurer's Office.

APPROPRIATION SUMMARY INQUIRY (APR4)

```
ACTION: S  SCREEN: APR4          M  M  A  R  S                08/01/96 13:27:16
                      *** APPROPRIATION SUMMARY INQUIRY ***
 KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE

 FISCAL YEAR: 97   DEPARTMENT: FUN  APPR/ALLOC: 11111111

 NAME: COMMISSION FOR FUN

      OBLIGATION CEILING AMT:   9,000,000.00
     EXPENDITURE CEILING AMT:   2,250,000.00
            PAYROLL HOLD AMT:           0.00
         PRE-ENCUMBERED AMT:       1,600.00
             ENCUMBERED AMT:      67,730.00
               ADVANCED AMT:           0.00
               EXPENDED AMT:       5,700.00
          PRIOR YEAR EXP AMT:           0.00
             EXPENSE BUD AMT:           0.00
         BALANCE FORWARD AMT:           0.00
                     --- AVAILABLE FUNDS ---
 UNCOMMITTED BALANCE:   8,924,970.00     UNEXPENDED BALANCE:   2,244,300.00
  INVESTMENT BALANCE:       N/A          NON INVEST CASH BAL:      N/A
   PERCENT COMMITTED:   0.83 %              PERCENT EXPENDED:   0.25 %
```

FISCAL YEAR: The last two digits of the applicable fiscal year (usually the current fiscal year).

DEPARTMENT: Code of department which owns this appropriation/allocation.

APPROPRIATION: The appropriation code or allocation code number.

APPROP NAME: The name assigned to this appropriation.

OBLIGATION CEILING: This field is computed as:
Current Mod Appro Amt + Transfer In Amt + Begin Cash Balance - Transfer Out Amt - Planned Savings - Allocated Amt + Restricted Receipts.

It is the total amount of money in your appropriation for the Fiscal Year.

EXPENDITURE CEILING: This field is computed as:
Advanced Amount + Expended Amount + Unexpended Amount.

It is the total amount of money from your appropriation which payments can be made against.

PAYROLL HOLD AMOUNT: The amount that must be reserved to support payroll expenses for subsidiary AA and state appropriations with a subsidiary of 00.

PRE-ENCUMBERED AMOUNT:	The total of all outstanding requisitions submitted against this unit of appropriation. Unit of appropriation is inferred from Expense Budget Application File Lines.
ENCUMBERED AMOUNT:	The total of all outstanding purchase orders submitted against this unit of appropriation. Unit of appropriation is inferred from Expense Budget Application File Lines
ADVANCED AMT:	The amount of this appropriation/allocation reserved for advances.
EXPENDED AMT:	The total amount spent against this unit of appropriations (i.e., total of all payment vouchers and expenditure of advance documents).
PRIOR YEAR EXPENDED AMT:	The total amount spent by this appropriation in prior years.
EXPENSE BUDGET AMOUNT:	The budgeted funds available to this appropriation.
BALANCE FORWARD:	Amount to be brought forward next fiscal year, found on Prior Appropriation continued.
UNCOMMITTED BALANCE:	The funds remaining that are not committed to any expense item. Please see the Uncommitted Balance Expenditure Control Algorithm in the Appendix.
UNEXPENDED BALANCE:	Funds on hand including those funds that have been committed but not yet paid out. Please see the Unexpended Balance Expenditure Control Algorithm in the Appendix.
INVESTMENT BALANCE:	The total amount of money from your Obligation Ceiling Amount, that has been invested by the Treasury.
NON INVEST CASH BAL:	Non-Invested Cash Balance is calculated as follows: Unexpended Balance + Prior Budget FY Open Encumbrances - Investment Balance = Non-Invested Cash Balance
PERCENT COMMITTED:	The percent of the current appropriation budget that is committed by preencumbrances and encumbrances.
PERCENT EXPENDED:	The percent of the current appropriation budget that has been vouchered

APPROPRIATION SUMMARY INQUIRY (ASUM)

```
ACTION: R  SCREEN: ASUM          M  M  A  R  S                08/01/97 13:33:04

            *** APPROPRIATION SUMMARY INQUIRY ***

 FISC YEAR: 98   DEPT: FUN    APPR: 11111111

 SUBSIDIARY      NAME       OBLIG CEILING   UNCOMMITTED BAL  UNEXPENDED BAL
 ----------  ------------  --------------  ---------------  --------------
     AA      REG-EMP-COMP    1,000,000.00    1,000,000.00       250,000.00
     BB      REG-EMP-EXP     1,000,000.00    1,000,000.00       250,000.00
     CC      SPEC-EMPLYS     1,000,000.00      975,000.00       250,000.00
```

FISCAL YEAR: The fiscal year being inquired against.

DEPARTMENT: Code of the department which owns the appropriation in questions.

APPROPRIATION: The code of the appropriation which is being inquired about.

SUBSIDIARY: The subsidiary code into which the monies of the appropriation are divided.

NAME: The short name of the subsidiary.

OBLIGATION CEILING: The current appropriation amount includes any supplemental funds that have been appropriated.

UNCOMMITTED BALANCE: Available funds which have been neither obligated or expended.

UNEXPENDED BALANCE: Allotted funds not yet expended or advanced (available cash).

MMARS TABLES AND INQUIRIES

APPROPRIATIONS AND BUDGETS MENU	**(AABI)**
APPROPRIATIONS MENU	**(APTI)**
APPROPRIATION STATUS 1	(APR1)
APPROPRIATION STATUS 2	(APR2)
APPROPRIATION STATUS 3	(APR3)
APPROPRIATION STATUS 4	(APR4)
APPROPRIATION SUMMARY	(ASUM)
APPROPRIATION/ALLOCATIONSTATIC	(ASTA)
APPROPRIATION GROUP	(AGRP)
ALLOTMENT PERCENTAGES	(ALLT)
ALTERNATE APPROP/ALLOC STATIC	(AAST)
PARENT TABLE	(PRNT)
BUDGETS MENU	**(BUTI)**
EXPENSE BUDGET STATUS	(EXPB)
REVENUE BUDGET STATUS	(REVB)
EXPENSE BUDGET SUMMARY	(ESUM)
REVENUE BUDGET SUMMARY	RSUM)
OPEN ACCRUED REV. SUMMARY	(OARS)
APPROPRIATION/SUBSIDIARYOPTION	(ASUP)
GENERAL ACCOUNTING MENU	**(GACI)**
BALANCE SHEET MENU	**(BSTI)**
BALANCE SHEET ACCOUNT	(BACC)
BALANCE SHEET ACTIVITY	(BSAT)
BALANCE SHEET CATEGORY	(BCAT)
BALANCE SHEET CLASS	(BCLS)
FUND MENU	**(FUTI)**
FUND	(FUND)
FUND CATEGORY	(FCAT)
FUND CLASS	(FCLS)
FUND DEPARTMENT	(FDEP)
FUND TYPE	(FTYP)
FUNDING SOURCE	(FSRC)
OBJECT MENU	**(OJTI)**
OBJECT	(OBJT)
OBJECT 2	(OBJ2)
OBJECT CATEGORY	(OCAT)
OBJECT CLASS	(OCLS)
SUB OBJECT	(SOBJ)

PROGRAM MENU	**(PRTI)**
PROGRAM	(PROG)
PROGRAM CATEGORY	(PCAT)
PROGRAM CLASS	(PCLS)
PROGRAM GROUP	(PGRP)
PROGRAM TYPE	(PTYP)
ACTIVITY MENU	**(ATTI)**
ACTIVITY	(ACTV)
ACTIVITY CATEGORY	(ACAT)
ACTIVITY CLASS	(ACLS)
ACTIVITY GROUP	(ACGR)
ACTIVITY TYPE	(ACTY)
MISC CHART OF ACCOUNTS MENU	**(MITI)**
ACCOUNT TYPE	(ACCT)
GENERAL REPORTING CATEGORY	(GRPT)
REPORTING CATEGORY	(RPTG)
ORGANIZATION STRUCTURE MENU	**(OSTI)**
EXECUTIVE OFFICE	(EXEC)
DEPARTMENT	(DEPT)
ORGANIZATION	(ORGN)
SUB-ORGANIZATION	(SORG)
GENERAL ACCOUNTING MENU	**(GATI)**
FUND BALANCE	(FBAL)
TRIAL BALANCE	(TBAL)
ONLINE GENERAL LEDGER 1	(OLGL)
ONLINE GENERAL LEDGER 2	(OLG2)
VENDOR ADMINISTRATION MENU	**(VATI)**
VENDOR	(VEND)
VENDOR NAME INDEX	(VNAM)
PURCHASING VENDOR	(VONM)
PURCHASING VENDOR BY NAME	(VPNM)
PURCHASING VENDOR INFORMATION	(VINF)
VENDOR ORDER ADDRESS	(VORD)
MINORITY TYPE	(MTYP)
SOUTH AFRICA VENDOR	(VSAF)
1099 VENDOR	(VNTN)

COST ACCOUNTING MENU **(CACT)**

PERFORMANCE MEASUREMENT MENU **(PERM)**

PERFORMANCE TARGETS VS ACTUALS	(PERF)
PERFORMANCE MEASUREMENT TASK	(PMTB)

FEDERAL GRANTS MENU **(GRTI)**

DEPARTMENT FEDERAL AID	(DEFA)
DEPARTMENT FEDERAL AID 2	(DEF2)
FEDERAL AID BUDGET LINE	(FBLT)
FEDERAL AID FISCAL YEAR	(FFYT)
GOVERNMENT WIDE FEDERAL AID	(GVFA)
FEDERAL AID AGENCY CODE	(FEAG)
FEDERAL AID STATUS	(FAST)
FEDERAL CATALOG NUMBER	(CATF)

SYSTEM CONTROLS MENU **(COTI)**

ACCOUNTING PERIOD	(APRD)
AUTOMATED DISBURSEMENTS	(ADIS)
BANK ACCOUNT	(BANK)
CALENDAR DATE	(CLDT)
MMARS DATE	(DATE)
FISCAL YEAR	(FSYR)
SYSTEM SPECIAL ACCOUNTS	(SPEC)
SYSTEM SPECIAL OPTIONS	(SOPT)
EDI TRANSACTION SETS	(TRST)
MMARS TO EDI TRANS MAP	(TCTS)
EDI TO MMARS TRANS MAP	(TSTC)
AUTO DOCUMENT NUMBERING	(ADNT)
BUSINESS FUNCTION CODE	(BFCT)
COMPTROLLER'S BFC	(CBFC)
TRAN CODE & TYPE BY BFC	(TBFC)

WARRANT CONTROLS MENU **(WPCI)**

DISBURSEMENT RUN	(DRUN)
DISB RUN BY WARRANT NUM	(WRUN)
MONTHLY WARRANT YTD SUM	(MYTD)
WEEKLY WARRANT YTD SUM	(WYTD)
NON-WARRANTED YTD SUM	(NYTD)
HAND WARRANT YTD SUM	(HYTD)
YTD DISBURSEMENT SUM	(YTDD)
MNTHLY WARR AUTH DOLLAR	(MWAD)

FIXED ASSETS MENU **(FATI)**

FIXED ASSET SUMMARY 1	(FAS1)
FIXED ASSET SUMMARY 2	(FAS2)
ACQUISITION/DISPOSITION	(FADM)
FIXED ASSET TYPE	(FATP)
FIXED ASSET CATALOG	(FCLG)
FIXED ASSET GROUP	(FRGP)
FIXED ASSET GROUP CATG	(FGCT)
FIXED ASSET GROUP CLASS	(FGCS)
MANUAL DEPRECIATION	(MDEP)
FIXED ASSET BETTERMENT1	(FBT1)
FIXED ASSET BETTERMENT2	(FBT2)
FIXED ASSET LOCATION	(FLOC)
FIXED ASSET LOC TYPE	(FLCT)
FIXED ASSET LOC CLASS	(FLCS)
FIXED ASSET VALUATION	(FVAL)
FIXED ASSET REVENUE	(FREV)
FIXED ASSET PROJECT	(PROJ)
FA BY DEPT AND FACILITY	(FADF)

INTERDEPARTMENTALMENU **(ISTI)**

AUTHORIZATION AND CONTROL MENU **(AUCI)**

AUTHORIZED CHBK SRVC ID	(ACSI)
AUTHORIZED CHBK DEPT	(CHBK)
INTERDEPT OPTIONS	(IDOP)
INTERDEPT OP BY RSRC	(IDOR)
PRINT IE NOTICES	(PIEN)
PRINT IV NOTICES	(PIVN)
INTERDEPT BUYER CONTACT	(IBDC)

ENCUMB AND EXPEND MENU **(ECTI)**

IE TEXT	(IETX)
INTERDEPARTMENTAL TEXT	(IDTX)
CHBK ESTIMATION ENTRY	(CBET)
CHBK BY IE NUMBER	(CBIE)
INTERDEPART SUMMARY	(ISUM)
INTERDEPART DETAIL	(IDET)
DEPT CHBK ESTIM LISTING	(DCEL)
IE HISTORY	(IEHT)
INTERDEPT BATCH ENTRY	(IEBT)
IE HISTORY BY LINE	(IEHL)
CHBK BILLING INFO	(CBBI)
CHBK BILLING ENTRY	(CBBE)
CHBK BILLING INQUIRY	(CBBQ)
IV TEXT	(IVTX)
IV HISTORY	(IVHT)
IV HISTORY BY IV NUMBER	(IVHQ)
IV HISTORY LINE	(IVHL)
INTERDEPARTMENTAL ENTRY	(IENT)

SUSPENSE FILE MANAGEMENT MENU	**(SUSM)**
BATCH ID, DOCUMENT ID	(SUSF)
SUSF WITH PROCESS DATE	(SUS2)
STATUS/TRANS/DEPT/ORGN	(SUS3)
DEPT/ORGN/STATUS/TRANS	(SUS4)
NEW FEATURES MENU	**(NEWF)**
ACCT PAYABLE ENCUMBRANCE	(APEN)
CERT VEND PYMT HISTORY	(CVPH)
CERT VEND PYMT SUMMARY	(CVPS)
HISTORY BY APPROP	(HISA)
HISTORY BY DEPARTMENT	(HISD)
HISTORY BY VENDOR	(HISV)
CBARS QUAL OBJT CODES	(OBJ1)
VENDOR SCAN	(VPLS)
OPEN ENCUMBRANCES & PRE	(OPEN)
EXPENDITURES MENU	**(EXPI)**
ADVANCES MENU	**(ADTI)**
OPEN ADVANCES	(OPAT)
ADVANCE TYPE	(ATYP)
DYNACASH BANK	(DYNA)
OPEN ADVANCE UPDATE	(OPAU)
SERVICE CONTRACTS MENU	**(SCTI)**
OPEN ITEMS FILES MENU	**(OFTI)**
OPEN SERVICE REQ HEADER	(OSRH)
OPEN SERVICE REQ LINE	(OSRL)
OPEN SRVCE CONTRACT HDR	(OSCH)
OPEN SRVCE CONTRACT LN	(OSCL)
OPEN CONTRACT RVRSL HDR	(OCBH)
OPEN CONTRACT RVRSL LN	(OCBL)
OPEN DATA SERVICES HDR	(ODSH)
OPEN DATA SERVICES LINE	(ODSL)
OPEN CC HEADER	(OCCH)
OPEN CC LINE	(OCCL)
OUTYEAR OBLIG	(OYOF)
SERVICE CONTRACT TEXT	(SCTX)

REFERENCE TABLES MENU	**(RTTI)**
SERVICE AGRMNT SUMMARY	(SASM)
SERVICE CODE	(SERV)
UNIT OF SERVICE	(SERU)
VENDOR TYPE	(VTYP)
MASTER SERVICE AGRMNT	(MSER)
ALT MASTER SRVCE AGRMNT	(MSAA)
MSTR SRVCR AGRMNT TEXT	(MSTX)
MSTR SRVCE AGRMNT VEND	(MSVR)
MSA VENDOR TEXT TABLE	(MVTX)
UPDATE TABLES MENU	**(UTTI)**
OPEN SRVC REQ APPROVAL	(OSRA)
OPEN SRVC REQ PRINT	(SRHD)
PURCHASE ORDERS MENU	**(PUTI)**
OPEN ORDER HEADER	(OPOH)
OPEN ORDER LN - ACCTING	(OPOL)
OPEN ORDER LN - COMMDTY	(OPOC)
OPEN EDP ORDER HEADER	(OPEH)
OPEN EDP ORDER LINE	(OPEL)
BILLING ADDRESS	(BILL)
SHIPPING ADDRESS	(SHIP)
ORDER BY VEND CAT NO	(VCAC)
PENDING ORDER DOCUMENT	(DOCP)
PURCHASING CONTACT	(PCON)
PURCHASE ORDER TEXT	(PTEX)
BUYER	(BUYT)
DISCOUNT TYPE	(DISC)
UNIT OF MEASURE	(UNIT)
TERMS AND CONDITIONS	(PTAC)
PO PRINT TABLE	(POHD)
EDP PURCHASE ORDER	(PEHD)
ORDER BY VEND CAT DESC	(VCAD)
ORDER BY VEND CAT COMM	(VCCT)
COMMODITIES MENU	**(CMTI)**
COMMODITY NAME INDEX	(CNAM)
COMMODITY PRICE AGRMNT	(CPAT)
COMMODITY	(COMM)
COMMODITY BY VENDOR	(CVND)
VENDOR BY	VCOM)
COMMODITY DESCRIPTION	(CDSC)
COMMODITY SPECIFICATIONS	(CSPC)
COMMODITY COPY	(CCPY)
VENDOR CATALOG TABLE	(VCAT)

PRICE AGREEMENTS MENU	**(PATI)**
PRICE AGRMNT INDEX	(PASI)
PRICE AGRMNT LINE INDEX	(PALI)
PRICE AGRMNT SECURITY	(PASC)
PRICE AGRMNT SUMMARY	(PASM)
PRICE AGRMNT LINE	(PALN)
PRICE AGRMNT TEXT	(PATX)
PRICE AGRMNT BY VENDOR	(VNPA)
PA HEADER REVISIONS	(PARH)
PA LINE REVISIONS	(PARL)
MISCELLANEOUS ORDERS MENU	**(OBTI)**
OPEN MISC ENCUMB HEADER	(OPPH)
OPEN MISC ENCUMB LINE	(OPPL)
OPEN MISC PRE-ENCUMB HDR	(OPRH)
OPEN MISC PRE-ENCUMB LN	(OPRL)
OPEN EDP REQ HEADER	(ODRH)
OPEN EDP REQ LINE	(ODRL)
OPEN SP ENCUMB HEADER	(OSPH)
OPEN SP ENCUMB LINE	(OSPL)
LEASE ORDERS MENU	**(LOTI)**
OPEN LEASE ORDER HEADER	(OLOH)
OPEN LEASE ORDER LINE	(OLOL)
LEASE ORDER TYPE	(LTYP)
EXPENDITURES MENU	**(EPTI)**
OPEN PAYMNT VOUCHER HDR	(OHPV)
OPEN PAYMNT VOUCHER LN	(OLPV)
OPEN PV BY DATE	(OPVD)
OPEN VENDOR INVOICE HDR	(OVIH)
OPEN VENDOR INVOICE LN	(OVIL)
VENDOR INVOICE TEXT	(VITX)
OPEN RECEIVER HEADER	(ORCH)
OPEN HDR BY VENDOR INV	(OVHV)
OPEN REVENUE REFUND HDR	(ORFH)
OPEN REVENUE REFUND LN	(ORFL)
OPEN REV REFUND BY DATE	(ORFD)
OPEN REV REFUND BY CUST	(ORFC)
CLIENT TABLE	(CLNT)
EMPLOYEE TABLE	(EMPL)
OPEN RECEIVER LINE	(ORCL)
OPEN LINE BY VENDOR INV	(OVLV)
RECURRING PAYMENTS MENU	**(RPTI)**
RECURRING RP HEADER	(RRPH)
RECURRING RP LINE	(RRPL)
RECURRING PV HEADER	(RPVH)
RECURRING PV LINE	(RPVL)

DISBURSEMENTS MENU **(DITI)**

OPEN CHECK HEADER	(OPCH)
OPEN CHECK LINE	(OPCL)
ALT OPEN CHECK HEADER	(OCHA)
ALT OPEN CHECK LINE	(OCLA)
SCHED/UNSCHED VOUCHER	(VMOD)
OPEN RD SCHEDULE DATE	(RMOD)

RECEIVERS MENU **(RCTI)**

OPEN RECEIVER HEADER	(OORH
OPEN RECEIVER LINE	(OORL)
RECEIVER TEXT	(ORTX)
OR HDR BY VEND DLVY NO	(ORHV)
OR LINE BY VEND DLVY NO	(ORLV)
CARRIER	(CARR)
CONDITION	(COND)
ORDER RECEIPT ENTRY	(ORSG)
ORDER RECEIPT EXCEPTION	(OREG)
PENDING ORDER RECEIPT	(DOCO)

REVENUE MENU **(RETI)**

CUSTOMER MENU **(CSTI)**

CUSTOMER CREDIT TABLE	(CUSC)
DEPARTMENTAL CUSTOMER	(CUST)
THIRD PARTY BILLING	(TPAR)
DEPT CUST FINANCE HIST	(CUSF)
CUSTOMER NAME	(CUSN)
CUSTOMER TEXT	(CTXT)
CUSTOMER UPDATE	(CUSU)
CUST NAME MODIFICATION	(CUSM)
INVALID CUST CODE CHNGE	(CUSI)
CUSTOMER LOG TABLE	(CLOG)

CONTROL AND REFERENCE MENU **(CRTI)**

REVENUE OPTIONS	(ROPT)
REVENUE OPTIONS 2	(ROP2)
COLLECTION CONTROL	(CCTL)
DEPART BILLING PROFILE	(DBIL)
BILLING RATE	(BRTE)
REMIT TO	(REMT)
REMIT TO UPDATE	(REMU)
RECURRING RECEIVABLE	(RERE)
PRINTED RECEIVABLE	(PRRE)
DEPT/REVENUE SRCE	(DRSC)
DOCUMENT CONTROL	(DCTL)
SPECIAL INSTRUCTION	(SPIN)
DEPT/REMIT RE TOLERANCE	(DTOL)
INVOICE PRINT	(INPT)
CUSTOMER DOC INQUIRY	(CDOC)
STATEMENT	(STMT)

REVENUE SOURCE REFERENCE MENU	**(RSTI)**
REVENUE SOURCE	(RSRC)
SUB-REVENUE SOURCE	(SREV)
REVENUE SOURCE CATEGORY	(RCAT)
REVENUE SOURCE CLASS	(RCLS)
REVENUE CROSSWALK	(RVCW)
RENEWALS	**(RNTI)**
RENEWAL TYPE	(RNTP)
RENEWAL TEXT	(RTXT)
RENEWAL SCHEDULING	(RNEW)
RENEWAL NOTICE BY CUST	(RNCT)
COLLECTIONS	**(CLTI)**
POTENTIAL UNCOLLECT RE	(PUNR)
DUNNING MESSAGE	(DUNN)
COLLECTION LETTER	(COLT)
MASTER SERVICE AGRMNT	(MSAT)
DEPT SERVICE AGRMNT	(DSAT)
OPEN ITEMS	**(OITI)**
OPEN RECEIVABLE HEADER	(OREH)
OPEN RECEIVABLE LINE	(OREL)
OPEN RE BY DEPT CUST ID	(OREC)
OPEN RECEIVABLE BY DATE	(ORED)
OPEN RECEIVABLE TEXT	(RETX)
OPEN RECEIVABLE OPTIONS	(OREO)
OPEN RE BY CUST ID	(ORCU)
OPEN RECEIVABLE TEXT	(RETX)
PAYMENT DETAIL TABLE	(PDET)
RECEIVABLE MODIFICATION	(REMD)
RECEIVABLE MOD 2	(REM2)
PAYMENT PLANS MENU	**(PPTI)**
DEPT PAY PLAN OPTIONS	(DPPO)
PAYMENT PLAN UPDATE	(PPUP)
PAYMENT PLAN EXCEPTION	(PPLX)
PAYMENT PLAN	(PPLN)
PAYMENT PLAN TEXT	(PPTX)
CASH MANAGEMENT MENU	**(CATI)**
CLEARING ACCOUNT	(CLAC)
REVENUE ALLOCATION	(RALL)
SMART SLIP DEFINITION	(SDEF)
DEPOSIT RECONCILLIATION	(DREC)
OPEN CASH TRANSFER HDR	(OCTH)
OPEN CASH TRANSFER LIN	(OCTL)
CASH TRAN REF RECV LINE	(CTRE)

INTERCEPT REFERENCE MENU	**(INCI)**
INTRCPT EXCEPTION	(DIET)
INTRCPT EXCEPTION/DEPT	(DIED)
INTRCPT-ENTITY TYPE	(ENTY)
INTRCPT-PAYMENT/CUST	(APIT)
INTRCPT-DELINQUENT ENTY	(PINE)
INTRCPT EXCEPTION/TRANS	(DIE2)
INTRCPT OPTIONS TABLE	(IOPT)
INTRCPT-OPEN PAYMENT	(OPIT)
INTRCPT-DELINQUENT RE	(PINT)
INTRCPT-PAYMENT REFERAL	(DIRT)
MULTI-PARTY MENU	**(MPTI)**
BILLING ENTITY TABLE	(BETP)
M-P BILLING BY CUSTOMER	(MBBE)
M-P BILLING TABLE	(MBIL)
M-P EXCEPTION TYPE	(MPET)
M-P NOTICE TEXT	(MPNT)
M-P RECURRING RECEIVABL	(MPRR)
MULTI PARTY TEXT	(MTXT)
EXTENDED PURCHASING MENU	**(ENPI)**
EPS REQUISITION MENU	**(RXTI)**
OPEN REQUISITION HEADER	(ORXH)
OPEN REQ LINE ACCTING	(ORXL)
OPEN REQ LINE-COMMOD	(ORXC)
REQ REVISIONS LINE	(RROC)
REQUISITION TEXT	(RXTX)
REQ VENDOR REFERENCE	(RXVD)
REQ STATUS BY DEPT/ORG	(RXSD)
REQ STATUS BY BUYER	(RXBY)
REQ OPEN LINES BY COMM	(RXSC)
REQ OPEN LINES BY LINE	(RXSL)
REQUISITION ACTION	(RACT)
PURCHASING BULLETIN BRD	(BBRD)

BID ADMINISTRATION MENU	**(BDTI)**
BID ACTION	(BACT)
BID CREATION	(BIDC)
BID MASTER HEADER	(BDMH)
BID MASTER LINE	(BDML)
BID SUPPLEMENTAL DESC	(BDSC)
BID SUPPLEMENTAL SPECS	(BSPC)
BID TERMS/CONDITIONS	(BTAC)
BID TERMS/COND SELECT	(BTCS)
VENDOR SELECTION	(BIDV)
BID SECURITY	(BASC)
BID TRACKING HEADER	(BTRH)
BID MULTIPLE RESPONSE	(BMRS)
BID LINE RESPONSE	(BTRL)
BID LINE VEND RESPONSE	(BTRV)
BID AWARD	(BIDA)
BID TABULATION	(BIDT)
BID BY BUYER	(BYBS)
BID BY VENDOR	(BYVN)
BID LINE BY COMMODITY	(BYCM)
INFO FOR BID TEXT TABLE	(BIFB)

ELECTRONIC DATA INTERCHANGE	**(EDIM)**
TRANS PROC INDICATOR	(TPIN)
OUTGOING EDI TRANSMISS	(OEDI)
INBOUND EDI TRANSMISS	(IEDI)
PROCUREMENT MATCH	(PROM)
PROCUREMENT BY STATUS	(PRMS)
PROCUREMENT MATCH PYMT	(PRMP)
OPEN EDI PURCHASE ORDER	(OPOR)

MONTHLY SPENDING MENU	**(MUTI)**
EXPENDITURE BUDGET 1	(EXB1)
EXPENDITURE BUDGET 2	(EXB2)
EXPENDITURE BUDGET 3	(EXB3)
EXPENDITURE BUDGET 4	(EXB4)
EXPENDITURE BUDGET 5	(EXB5)
EXPENDITURE UPDATE	(EXBU)
MONTHLY EXPEND BUDGET	(MEXB)

PROJECT ACCT & REPORTING MENU **(PARS)**

PROJECT MANAGEMENT MENU **(PRMG)**

DEPARTMENT PROJECT	(DEPR)
PROJECT BUDGET LINE	(PRBL)
PROJECT FISCAL YEAR	(PFYT)
SUBPROJECT DESCRIPTION	(SPDT)
PROJECT PLANNING	(PLNG)
PROJECT LISTING BY SPROJ/PHAS	(PLST)
GOVERNMENT WIDE PROJECT	(GVPR)
SPEND PROJECTION SUMMRY	(PSPS)
SPEND PROJECTION DETAIL	(PSPD)
PROJECT MILESTONE	(PMIL)
PROJ MASTER ACTV BUDGET	(PMAB)
PROJECT TEXT	(PRTX)
PROJECT STRUCTURE	(PSTR)
STRUCTURE	(STRC)
PROJECT PARCEL	(PRCL)
CHARGE CLASS	(CHRG)
PROJECT ACTIVITY	(PRAT)
DOCUMENT TEXT	(DTXT)

PROJECT ACCOUNTING MENU **(PRAC)**

PROJECT SET ASIDE	(PSAA)
APPROPRIATION SET ASIDE	(APSA)
PROJ ACTV BY ENCUMB	(PABE)
PROJ ENCUMB BY ACTIVITY	(PEBA)
PROJ EXPND BY STRUCTURE	(PXDN)
RETRO PROJ EXPEND BY ST	(RPXD)
PROJECT ACTV BUDGET	(PRAB)
PROJECT ACTV BUDGET 2	(PRA2)
PROJECT ACTV HISTORY	(PRAH)

PROJECT BILLING MENU **(PRBI)**

PROJECT SUMMARY	(PSUM)
PROJECT FUNDING SOURCE	(PFST)
ELIGIBILITY SUSPENSE	(ELSE)
SUSPENSE TRANSFER	(SUTR)
OBJT ELIGIB EXCEPTION	(OBEX)
ACTV ELIGIB EXCEPTION	(ACEX)
TRANSACTION EXCEPTION	(TREX)
PROJECT/ACTIVITY/OBJECT	(PACO)
FUNDING SOURCE	(PBFS)
SPONSOR	(SPSR)
FUNDING PARTICIPATION	(FPAR)
FEDERAL APPROPRIATION	(FAPP)
STATE/BOND PROGRAMS	(SPRG)
REASON	(REAS)
PROJECT BILLING PARAMETERS	(PBPT)
BILLING PARAMETERS	(BPAR)
PROJ BILL FUND REV SRC	(PBFR)
PROJ PARTICIP INV CYCLE	(PPIC)
PROJ BILLING CROSSWALK	(PBXW)
PROJ BILLING CROSSWALK 2	(PBX2)

REFERENCE TABLES MENU **(PREF)**

PROJECT PHASE	(PRPH)
PROJECT/PHASE STATUS	(PRST)
PROJECT PHASE TYPE	(PRTY)
PROJECT OFFICE	(POFF)
MILESTONE	(MILE)
MILESTONE SET	(MSET)
MILESTONE SET LISTING	(MSLT)
FIXED ASSET MILESTONE	(FAML)
ACTIVITY MILESTONE	(ACTM)
ACTIVITY SET	(ASET)
ACTIVITY SET LISTING	(ASLT)
PROJECT STAFF	(PSTF)
PROJECT STAFF HISTORY	(PSTH)
PROJECT WORK FLOW	(PWFL)
APPROPRIATION TEXT	(ATXT)
PROJ ACTIVITY MILESTONE	(PACM)

DOCUMENT DISTRIBUTION MENU **(DDII)**

DISTRIB CONTROL TABLE MENU **(CTMI)**

DOCUMENT TYPE TABLE	(DTYP)
DOCUMENT SORT OPTION	(SORT)
DEPT SORT OPTION CONTROL	(SOCS)

PROJECTED OUTPUT TABLES MENU **(PREI)**

BARS PROJECTED OUTPUT	(BPOR)
BARS PROJECTED OUTPUT 2	(BPO2)
DEPT PROJECTED OUTPUT	(DOPR)

SYSTEM ASSURANCE TABLES MENU **(SYSI)**

BARS CYCLE OUTPUT TABLE	(BCOR)
BARS CYCLE OUTPUT TABLE 2	(BCO2)
INTERDEPT CYCLE OUTPUT	(TCOR)
INTERDEPT CYCLE OUTPUT 2	(TCO2)
LOAD ACTIVITY TABLE	(LACT)

MMARS TRANSACTION CODES

APPROPRIATION/BUDGET

AA	Appropriation
AC	Allocation
AL	Allotment
BA	Bond Authorization
BF	Balance Forward
EB	Expense Budget
HA	Appropriation (House One)
RB	Revenue Budget
TA	Transfer of Appropriation
TS	Intersubsidiary Transfer
ZZ	Addition of Beginning Balance

PRE-ENCUMBRANCES

DR	EDP Requisition
DS	EDP Service Requisition
RQ	Purchasing Requisition
RX	Requisition
SR	Service Request

ENCUMBRANCE MANAGEMENT

CB	Contract Backout
CC	Construction Contract
IE	Interdepartmental Encumbrance
LE	Lapse Encumbrance
LO	Lease Order
PD	Dept Purchase Order
PE	Data Processing Service
PG	Price Agreement Purchase Order
PH	Payroll Hold
PN*	Centralized Purchase Order
PO	Miscellaneous Encumbrance
PX	Direct Order
RC**	Receiver
SC	Service Contract
SP	Special Purchase

PAYMENTS/EXPENDITURES

CP	Contractor Payroll
IV	Intragovernmental Voucher
MC	Manual Check
OT	Operating Transfer
PV	Payment Voucher
PY*	Payroll
TV	Trust Payment Voucher
VI*	Vendor Invoice
WC	Warrant Check

ADVANCE PAYMENT/RETURN

AR	Advance Refund
EA	Expenditure of Advance
RA	Request for Advance
RP	Ready Payment

***No input Forms for these transactions.**

****Not currently in use.**

MODIFICATION/CORRECTION/RECLASSIFICATION

CM	Construction Modification
CX*	Check Cancellation
ER	Expenditure Refund
EX	Expenditure Correction
IF	Insufficient Funds Payroll Correction
JV	Journal Voucher
PR	Payroll Correction
SM	Service Modification
VU	Vendor Update

COST ACCOUNTING & PERFORMANCE MEASUREMENT

FM	Federal Aid Master
FX	Federal Charge
PA*	Performance Actual
PT	Performance Target
PZ	Federal Billing

FIXED ASSETS

FA	Acquisition
FB	Betterment
FC	Modification
FD**	Disposition
FS**	Internal Sale
FT**	Transfer

REVENUE MANAGEMENT

CD	Confirmed Deposit
CT	Cash Transfer
RF	Revenue Refund
RT	Trust Cash Receipt

ACCOUNTS RECEIVABLE

CU	Customer Update
RE	Receivable Event
RI	Revenue Increase
RD	Revenue Decrease
NF	NSF Check
WO	Write Off

PROJECT ACCOUNTING & REPORTING

P2	Project Charges
PC	Project Changes
PM	Project Master
PS	Project Set Aside

September 17, 1997

Commonwealth of Massachusetts Department List

AAB	ARCHITECTURAL ACCESS BOARD
ABC	ALCOHOLIC BEVERAGE COMMISSION
ADD	ADMIN FOR DELVELOPMENTAL DISAB
AGO	ATTORNEY GENERAL`S OFFICE
AGR	DEPT OF FOOD & AGRICULTURE
ALA	ADMINISTRATIVE LAW APPEALS
ANF	EO ADMINISTRATION & FINANCE
APC	APPEALS COURT
APL	APPELLATE DIVISION
ART	MASS CULTURAL COUNCIL
ATB	APPELLATE TAX BOARD
BAS	BUR OF ADMIN SVCS
BBE	BOARD OF BAR EXAMINERS
BBR	BOARD OF BUILDING REGULATIONS
BCA	CONCILIATION & ARBITRATION
BCC	BERKSHIRE COMMUNITY COLLEGE
BER	BERKSHIRE DISTRICT ATTORNEY
BGT	BUDGET BUREAU
BHC	BUNKER HILL COMMUNITY COLLEGE
BLC	BOARD OF LIBRARY COMMISSIONERS
BRC	BRISTOL COMMUNITY COLLEGE
BRI	BRISTOL DISTRICT ATTORNEY
BSC	BRIDGEWATER STATE COLLEGE
CAD	COMN AGAINSTDISCRIMINATION
CCC	CAPE COD COMMUNITY COLLEGE
CCJ	COMMITTEE ON CRIMINAL JUSTICE
CDA	EMERGENCY MANAGEMENT AGENCY
CHE	CHELSEA SOLDIERS`S HOME
CHS	CRIMINAL HISTORY SYSTEMS BOARD
CJC	JUDICIAL CONDUCT COMMISSION
CJT	CRIMINAL JUSTICE TRAINING COUN
CME	CHIEF MEDICAL EXAMINER
CPB	COUNTY PERSONNEL BOARD
CPC	COMMITTEE FOR PUBLIC COUNSEL
CPF	CAMPAIGN & POLITICAL FINANCE
CPI	CAPE & ISLANDS DISTRICT ATTY
CSC	CIVIL SERVICE COMMISSION
CTR	OFFICE OF STATE COMPTROLLER
CTV	MASS CABLE TV COMMISSION
CTY	COUNTY EXPENSES
DAA	DISTRICT ATTORNEY ASSOCIATION
DAC	DISABLED PERSONS PROTECTION
DCP	CAPITAL PLANNING & OPERATIONS
DEM	DEPT ENVIRONMENTAL MANAGMENT
DES	DIV OF EMPLOYMENT & TRAINING
DFS	DEPARTMENT OF FIRE SERVICES
DIA	DIVISION INDUSTRIAL ACCIDENTS
DMA	DIV OF MEDICAL ASSISTANCE
DMH	DEPARTMENT OF MENTAL HEALTH

DMR	DEPT OF MENTAL RETARDATION
DOB	DIVISION OF BANKS
DOC	DEPARTMENT OF CORRECTION
DOE	DEPARTMENT OF EDUCATION
DOI	DIVISION OF INSURANCE
DOR	DEPARTMENT OF REVENUE
DOS	DIVISION OF STANDARDS
DPH	DEPARTMENT OF PUBLIC HEALTH
DPS	DEPARTMENT OF PUBLIC SAFETY
DPU	DEPT OF PUBLIC UTILITIES
DPW	MASSACHUSETTS HIGHWAY DEPT
DSS	DEPARTMENT OF SOCIAL SERVICES
DYS	DEPARTMENT OF YOUTH SERVICES
EAS	EASTERN DISTRICT ATTORNEY
EFB	EMERGENCY FINANCE BOARD
EHS	EO HEALTH & HUMAN SERVICES
ELD	EXEC OFFICE OF ELDER AFFAIRS
ENE	DIVISION OF ENERGY RESOURCES
ENV	EXEC OFFICE ENVIRONMENTAL AFFS
EOL	DEPT LABOR & WORKFORCE DEVELOP
EPS	EXEC OFFICE OF PUBLIC SAFETY
EQE	DEPT ENVIRONMENTAL PROTECTION
ETH	ETHICS COMMISSION
FAD	FISCAL AFFAIRS DIVISION
FRC	FRAMINGHAM STATE COLLEGE
FSC	FITCHBURG STATE COLLEGE
FWE	FISHERIES WILDL ENVIR LAW ENF
GCC	GREENFIELD COMMUNITY COLLEGE
GCN	GOVERNOR`S COUNCIL
GIC	GROUP INSURANCE COMMISSION
GLB	GOVERNMENT LAND BANK
GOV	GOVERNOR`S OFFICE
HCC	HOLYOKE COMMUNITY COLLEGE
HCF	HEALTH CARE FINANCE & POLICY
HFA	MASS HOUSING FINANCE AGENCY
HLY	HOLYOKE SOLDIERS` HOME
HOU	HOUSE OF REPRESENTATIVES
HRD	DIVISION OF HUMAN RESOURCES
HSB	GOVERNOR'S HIGHWAY SAFTEY BUREAU
IGO	OFFICE OF INSPECTOR GENERAL
ITD	INFORMATION TECHNOLOGY DIV
JLM	JOINT LABOR MANAGEMENT COMN
LEG	JOINT LEGISLATIVE EXPENDITURES
LLW	LOW LEVEL RADIOACTIVE WASTE
LOT	LOTTERY COMMISSION
LRC	LABOR RELATIONS COMMISSION
MAC	MASS AERONAUTICS COMMISSION
MAS	MASSASOIT COMMUNITY COLLEGE
MBC	MASS BAY COMMUNITY COLLEGE
MBT	MASS BAY TRANSPRTATION AUTH
MCA	MASSACHUSETTS COLLEGE OF ART
MCB	MASS COMMISSION FOR THE BLIND

MCC	MIDDLESEX COMMUNITY COLLEGE
MCD	COMN DEAF & HARD OF HEARING
MDC	METROPOLITAN DISTRICT COMN
MED	BOARD OF MEDICINE
MHL	MENTAL HEALTH LEGAL ADVISORS
MID	MIDDLE DISTRICT ATTORNEY
MIL	MILITARY DIVISION
MMA	MASS MARITIME ACADEMY
MPS	MASSACHUSETTS PARK SERVICE
MRB	MERIT RATING BOARD
MRC	MASS REHABILITATION COMMISSION
MVM	MOTOR VECH MGMT
MWC	MT WACHUSETT COMMUNITY COLLEGE
NAC	NORTH ADAMS STATE COLLEGE
NEC	NORTHERN ESSEX COMMUN COLLEGE
NFK	NORFOLK DISTRICT ATTORNEY
NHE	NEW ENGLAND BD OF HIGER EDUC
NOR	NORTHERN DISTRICT ATTORNEY
NSC	NORTH SHORE COMMUNITY COLLEGE
NWD	NORTHWESTERN DISTRICT ATTORNEY
OCD	DIV HOUSING & COMM DEVELOPMENT
OFC	OFFICE FOR CHILDREN
OHA	MASS OFFICE ON DISABILITY
ORI	OFF. REFUGEES & IMMIGRANTS
OSC	OFFICE OF STATE COMPTROLLER
OSD	DIV OF OPERATIONAL SERVICES
PAD	PROCUREMENT & GENERAL SERVICES
PAR	PAROLE BOARD
PER	PUBLIC EMPLOYEE RETIREMENT ADM
PLY	PLYMOUTH DISTRICT ATTORNEY
POL	DEPARTMENT OF POLICE
PRM	PRIM BOARD
QCC	QUINSIGAMOND COMMUNITY COLLEGE
RCC	ROXBURY COMMUNITY COLLEGE
REG	DIVISION OF REGISTRATION
RGT	BOARD OF HIGHER EDUCATION
RMV	REGISTRY OF MOTOR VEHICLES
RSC	RATE SETTING COMMISSION
RTA	REGIONAL TRANSIT AUTHORITIES
SAO	STATE AUDITOR`S OFFICE
SCA	OFF CONSUMER AFFAIRS & BUS REG
SDF	SHERIFF'S DEPARTMENT FRANKLIN
SDM	SHERIFF'S DEPARTMENT MIDDLESEX
SEA	DEPT OF ECONOMIC DEVELOPMENT
SEC	SECRETARY OF STATE
SEN	SENATE
SJC	SUPREME JUDICIAL COURT
SRB	STATE RECLAMATION BOARD
SRC	STATE RACING COMMISSION
SSA	SALEM STATE COLLEGE
STC	SPRINGFIELD TECH COMMUN COLL
SUF	SUFFOLK DISTRICT ATTORNEY

TRB	TEACHERS RETIREMENT BOARD
TRC	TRIAL COURT
TRE	OFFICE OF THE TREASURER
TRP	EO TRANSPORTATION & CONSTRUCT
UMA	UNIV OF MASSACHUSETTS, AMHERST
UMB	UNIV OF MASSACHUSETTS, BOSTON
UMI	INST OF GOVERNMENT SERVICE
UMM	UNIV OF MASS MEDICAL SCHOOL
UMP	UNIV OF MASS PRESIDENT`S OFC
UMS	UNIVERSITY OF MASS. SYSTEM
VET	DEPT OF VETERANS SERVICES
VWA	VICTIM & WITNESS ASSISTANCE BD
WEL	DEPT OF TRANSITIONAL ASSISTANC
WES	WESTERN DISTRICT ATTORNEY
WOR	WORCESTER STATE COLLEGE
WRA	MASS WATER RESOURCES AUTHORITY
WSC	WESTFIELD STATE COLLEGE

INTRODUCTION TO MMARS - PART 1
Final Skill Check - Answers

This is an "Open Keyboard" exercise. You need to be "ON-LINE" to find the answers to the questions presented. List your answers in the space beneath the questions. Please ask your instructor for help if any question proves difficult to answer.

1. What is the total approved appropriation amount for FY97, for the Fun department, appropriation number 1111 1111?.

See APR4

2. What is the total encumbered amount to date for the FUN department in FY97 in the special employees/contracted services subsidiary, CC?

See APR2

3. What result do you expect within MMARS tables when pressing PF3 (or ALT3)?

Back Up One Logical Menu (Previous Menu)

4. What result do you expect within MMARS tables when pressing PF4 (or ALT4)?

Return To MMARS Main Menu

5. What are the four appropriation account types listed below?

01 **State Budgetary**
02 **Capital/Bond**
03 **Trusts**
04 **Federal Grants**

6. How would you navigate to the APR2 screen?

Cross Travel - X in ACTION, APR2 in SCREEN, then hit <ENTER>

7. What are the Logon steps to access MMARS Production?

See Logon Instructions